Board of Education Regular Meeting
Monday, June 9, 2025 5:00 PM
Jr/Sr High School Library
611 West 7th Street
Wayne, NE 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 (6/5/2025), and online: www.wayneschools.org

I.c. Action on Absence and Roll Call

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

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

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

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

I.f. Personnel

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

II.a. Luke Virgil - Wayne Area Economic Development

II.b. Melinda Vraspir - Linpepco (Pepsi Vendor)

II.c. Annual Hearing and Review of Policies:

II.c.I. Policy 5415: Anti-Bullying

II.c.II. Policy 5416: Student Fees

II.c.III. Policy 5417: Wellness

II.c.IV. Policy 5418: Homeless Students

II.c.V. Policy 6400: Parent/Community Involvement in Schools

III. Action Items

III.a. Old Business

III.a.I. Second Reading of 2025-26 7-12 Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2025-26 7-12 Handbook

III.a.II. Second Reading of 2025-26 Elementary (3-6) Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2025-26 Elementary (3-6) Handbook

III.a.III. Second Reading of 2025-26 Pre-K Early Learning Center Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2025-26 Pre-K ELC Handbook

III.a.IV. Second Reading of 2025-26 K-2 Early Learning Center Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2025-26 K-2 ELC Handbook

III.a.V. Second Reading of Voluntary Student Accident & Catastrophic Insurance - Discuss, Consider, and Take Necessary Action on Second Reading of Voluntary Student Accident & Catastrophic Insurance

III.b. New Business

III.b.I. Payment Application No. 23: Hausmann Construction - Discuss, Consider, and Take Necessary Action on Payment Application No. 23: Hausmann Construction

III.b.II. Track Refurbishment Bid Proposal - Discuss, Consider, and Take Necessary Action on Trac Refurbishment Bid Proposal

III.b.III. First and Final Readings on Policies 5101 (Student Discipline), 5103 (Extra-Curricular), and 6400 (Parent Involvement) - Discuss, Consider, and Take Necessary Action on Policies 5101 (Student Discipline), 5103 (Extra-Curricular), and 6400 (Parent Involvement)

III.b.IV. First Reading of the 2025 Policy Updates - Discuss, Consider, and Take Necessary Action on First Reading of the 2025 Policy Updates

III.b.IV.1. Policy 1200 - Anti-Discrimination

III.b.IV.2. Policy 3131 - Procurement Plan: School Food Authorities

III.b.IV.3. Policy 3132: Internal Controls

III.b.IV.4. Policy 3410: Safe Driving Record Standard for Drivers

III.b.IV.5. Policy 4003: Anti-discrimination, Anti-harassment, and Anti-retaliation

III.b.IV.6. Policy 4009: Drug Use

III.b.IV.7. Policy 5001: Admission Requirements

III.b.IV.8. Policy 5004: Part-Time Enrollment

III.b.IV.9. 5202z: Notification of Rights Under FERPA

III.b.IV.10. Policy 5201: Promotion and Retention

III.b.IV.11. Policy 5301: Association Activities

III.b.IV.12. Policy 5401: Equal Opportunity

III.b.IV.13. Policy 5414: Identification of Gifted

III.b.IV.14. Policy 5507: Foster Care Student Transportation

III.b.IV.15. Policy 6113: Electronic Communication Devices and Cell Phones

III.b.IV.16. Policy 6931: Behavioral Intervention and Classroom Management

III.b.V. Rescind Policies 5001 Form "Summary of the School Immunization Rules and Regulations", and Policy 6410 "Combined District and School Title I Parent and Family Engagement Policy" - Discuss, Consider, and Take Necessary on the Rescind Policies 5001 Form "Summary of the School Immunization Rules and Regulations", and Policy 6410 "Combined District and School Title I Parent and Family Engagement Policy"

III.b.VI. 2025-26 School Meal Prices - Discuss, Consider, and Take Necessary Action on 2025-26 School Meal Prices

III.b.VII. 2025-26 Milk & Dairy Bid - Discuss, Consider, and Take Necessary Action on 2025-26 Milk & Dairy Bid

III.b.VIII. One-Year HVAC Service Agreement - Discuss, Consider, and Take Necessary Action on One-year HVAC Service Agreement

III.b.IX. Banking Bid - Discuss, Consider, and Take Necessary Action on Banking Bid

III.b.X. Beverage Vending Contract - Discuss, Consider, and Take Necessary Action on Beverage Vending Contract

III.b.XI. First Reading of 2025-26 Certificated Staff Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2025-26 Certificated Staff Handbook

III.b.XII. First Reading of 2025-26 Non-Certificated Staff Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2025-26 Non-Certificated Staff

Handbook

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. Extra Duty 25-26

IV.a.I.2. ESSER Federal Funds Montioring Close-out

IV.a.I.3. Budget Timeline:
July - Finalized Line item budget, Financial Historical Reports, discussion on 6% budget growth override.
August 11, 2025 - School board meeting - decision on approval of 6% budget growth override.
August 20th - Assessed valuations and real growth percentage certified by County.
Monday, August 25, 2025 - Special School Board Meeting for End of Year Claims and budget workshop.
Friday, August 29, 2025 - Deadline to send budget information to the Wayne Herald for publication.
Monday, September 8, 2025 - School Board meeting to approve the 25-26 budget.
TBD - Pink Post Card Meeting (if necessary).
Monday, September 30, 2025 - Filing deadline for Budget and LC-2 to NDE, Auditor of Public Accounts (APA), and County Clerk.

IV.a.I.4. Early Childhood Grants - NDE

IV.a.II. High School Principal

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

IV.a.IV. Elementary Principals

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, Mark Lenihan, Misty Beair, Rusty Parker

IV.b.I.1. Foundation End of Year Financial Report and 501 C-3 Status

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

IV.b.II.1. Curriculum Revision Cycle Update

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

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

IV.b.IV.1. Review of Policies 6000-6240-Should we take a break on these until fall and deal with new policies this summer?

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

IV.b.VI. Legislative - Lynn Junck, Brent Pick, Sylvia Ruhl, Mark Lenihan

V. Boardsmanship

V.a. 2025 NASB Leadership Workshop - July 29: Kearney, NE or July 30: Lincoln, NE

VI. Future Agenda Items
*Summer Board Retreat
*Second Reading of Policy Updates
*Second Reading of 2025-26 Non-Certificated Staff Handbook
*Second Reading of 2025-26 Certificated Staff Handbook
*Payment Application No. 24: Hausmann Construction
*Review of Policy 2101: Superintendent as CEO of District
*Review of Superintendent Evaluation Process
*Review of Substitute Teacher Rate
*Edit of Policy 8344 - Location of School Board Meetings

VII. Adjournment

Wayne Community Schools
Board of Education Regular Meeting Minutes
May 12, 2025

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, May 12, 2025, at 5:00 PM. Notice of the meeting and place of agenda was posted at Wayne Community Schools, posted in The Wayne Herald (5/8/2025), and online: wayneschools.org. A copy of the Nebraska Open Meetings Act was displayed for the public to read.

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

I. Call the Meeting to Order
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 (5/8/25), and online: www.wayneschools.org

I.c. Action on Absence and Roll Call

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

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

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

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

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

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

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

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

I.f. Personnel
Discussion: Hiring of paras, cooks, and custodians has begun for the 2025-26 school year.

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

II.a. Tracy Anderson - Vocal Music
Discussion: Mrs. Tracy Anderson brought the Jazz Choir to sing to the Board. She thanked the Board for the new facility.

II.b. Music Boosters
Discussion: Mr. Justin Raulston, president of Music Boosters, discussed the ways the Music Boosters have supported the music department by purchasing new tubas and xylophones. He also discussed possible projects for the future.

III. Celebration of Success
Discussion: Students honored are from FCCLA STAR National Qualifiers, Spring Yearbook Staff, State Science Fair Participant, and Mid-State Conference Art Show Winners.

IV. Action Items

IV.a. Old Business

IV.a.I. Second Reading of 2025-26 Kids Club Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2025-26 Kids Club Handbook

Motion to approve the Second Reading of 2025-26 Kids Club Handbook passed with a motion by Mrs. Sylvia Ruhl and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

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

Discussion: The Board approved the Second Reading of the 2025-26 Kids Club Handbook.

IV.b. New Business

IV.b.I. Payment Application No. 22: Hausmann Construction - Discuss, Consider, and Take Necessary Action on Payment Application No. 22

Motion to approve Payment Application #22 to Hausmann Construction, in the amount of $433,226.58, passed with a motion by Mr. Justin Davis and a second by Mr. Lynn Junck. Motion carried with six yes votes.

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

Discussion: The Board approved Payment Application No. 22 to Hausmann Construction.

IV.b.II. 2025-26 Nebraska ESUCC-Sysco Food Service Agreement - Discuss, Consider, and Take Necessary Action on 2025-26 Nebraska ESUCC-Sysco Food Service Agreement

Motion to approve the 2025-26 Nebraska ESUCC-Sysco Food Service Agreement, passed with a motion by Mrs. Sylvia Ruhl and a second by Mr. Lynn Junck. Motion carried with six yes votes.

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

Discussion: The Board approved the 2025-26 Nebraska ESUCC-Sysco Food Service Agreement.

IV.b.III. Sterling Chromebook Quote - Discuss, Consider, and Take Necessary Action on Sterling Chromebook Quote

Motion to approve the quote from Sterling for $67,388 for Chromebooks for the 2025-26 school year, passed with a motion by Mrs. Sylvia Ruhl and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

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

Discussion: The Board approved the purchase of 200 Sterling Chromebooks. These Chromebooks will be used by the Seventh and Ninth graders.

IV.b.IV. First Reading of 2025-26 Pre-K Early Learning Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2025-26 Pre-K Early Learning Handbook

Motion to approve the First Reading of 2025-26 Pre K Early Learning Center Handbook passed with a motion by Mrs. Jaime Manz and a second by Mr. Brent Pick. Motion carried with six yes votes.

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

Discussion: The Board approved the First Reading of the 2025-26 PK Early Learning Center Handbook. This handbook is for preschool only.

IV.b.V. First Reading of 2025-26 K-2 Early Learning Center Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2025-26 K-2 Early Learning Center Handbook

Motion to approve the First Reading of 2025-26 K-2 Early Learning Center Handbook passed with a motion by Mrs. Sylvia Ruhl and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

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

Discussion: The Board approved the First Reading of the 2025-26 K-2 Early Learning Center Handbook. This handbook is for grades Kindergarten-Grade 2.

IV.b.VI. First Reading of 2025-26 Elementary (3-6) Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2025-26 Elementary Handbook

Motion to approve the First Reading of 2025-26 Elementary (3-6) Handbook passed with a motion by Mrs. Jaime Manz and a second by Mrs. Sylvia Ruhl. Motion carried with six yes votes.

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

Discussion: The Board approved the First Reading of the 2025-26 Elementary Handbook. This is for grades 3-6.

IV.b.VII. Voluntary Student Accident & Catastrophic Insurance - Discuss, Consider, and Take Necessary Action on Voluntary Student Accident & Catastrophic Insurance

Motion to table Voluntary Student Accident & Catastrophic Insurance passed with a motion by Mrs. Sylvia Ruhl and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

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

Discussion: The Board voted to table this motion until more information could be collected.

V. Administration and Board Committee Reports:

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

V.a.I. Superintendent

V.a.I.1. TIF Information
Discussion: Dr. Lenihan discussed the annual TIF Project Report from the City of Wayne.

V.a.I.2. Line Item Budget - First Draft
Discussion: Dr. Lenihan presented the first draft of the projected budget for 2025-26.

V.a.I.3. 2025-26 School Lunch Prices
Discussion: Dr. Lenihan presented school meal comparisons of different schools.

V.a.I.4. 2024-25 Enrollment Update
Discussion: Quarter 4 enrollment numbers were presented to the Board.

V.a.I.5. Option Enrollment Update
Discussion: Dr. Lenihan showed the Board the Option In and Out numbers. Wayne Community Schools has a net of seventeen option in students.

V.a.I.6. Elementary Inter-Active Display Inventory
Discussion: Dr. Lenihan discussed purchasing interactive display boards for the 2025-26 school year.

V.a.II. High School Principal
Discussion: Mr. Plager discussed the addition of Theatre Class for grades 11-12 for the 2025-26 school year.

V.a.III. Special Education/Early Learning Center Director
Discussion: Mrs. Beair stated 270+ athletes participated in Spring Sprints.

V.a.IV. Elementary Principals
Discussion: Mrs. Maas and Mr. Diediker stated testing is done at the Elementary. WEB Book Giveaway and Meet the Teacher will happen the last few days of school.

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

Discussion: Mr. Wragge stated the first round of Boys State Baseball will be played on Saturday, May 17, 2025, at 7:00 p.m. There will be no wrestling coop with Laurel-Concord-Coleridge next year.

V.b. Board Committees

V.b.I. Foundation and Community Relations - Justin Davis, Jaime Manz, Sylvia Ruhl, Mark Lenihan, Misty Beair, Rusty Parker
Discussion: Mr. Rusty Parker stated there were 200 participants for the Alumni Tournament. Scholarships were awarded in the amount of $28,000.

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

V.b.III. Facility/Safety/Finance - Justin Davis, Lynn Junck, Brent Pick, Mark Lenihan, Russ Plager, Dave Wragge, Darian Stoltenberg, Jordan Widner
Discussion: Mr. Jordan Widner stated the ELC playground setup and the Elementary shingling project will begin at the end of May.

V.b.IV. Policy/Title IX - Jaime Manz, Brent Pick, Jodi Pulfer, Mark Lenihan, Misty Beair, Courtney Maas
Discussion: Policy updates will be coming over the summer. They will be added to future agendas.

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

V.b.VI. Legislative - Lynn Junck, Brent Pick, Sylvia Ruhl, Mark Lenihan
Discussion: Dr. Lenihan discussed two bills that will affect school districts. He will keep the Board posted as things progress.

VI. Boardsmanship
*School Law Seminar June 11-12, 2025 – Kearney

VII. Future Agenda Items
*Graduation - Saturday, May 17, 2025, 1:00 p.m., Jr/Sr High School Gym
*Vending Contract
*Banking Bid
*Payment Application No. 23: Hausmann Construction
*Second Reading of 2025-26 7-12 Handbook Changes
*Second Reading of 2025-26 Elementary (3-6) Handbook
*Second Reading of 2025-26 Pre K ELC Handbook
*Second Reading of 2025-26 K-2 ELC Handbook
*First Reading of 2025-26 Non-Certificated Staff Handbook

*First Reading of 2025-26 Certificated Staff Handbook
*Edits of 8000 Policies
*Policy Updates
*Annual Summer Retreat
*Set Hot Lunch and Milk Prices
*Board Review of Policies 6000-6240

VIII. Adjournment

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

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

Discussion: The meeting was adjourned at 6:46 p.m. The next regular Board Meeting will be Monday, June 9, 2025, in the Jr/Sr High School Library. The meeting will begin at 5:00 p.m.

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Deb Daum, Secretary

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY24-25; Begin Date: 05/14/2025; End Date: 05/14/2025; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 5/14/2025 11:01:04 AM

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05142025	State Nebraska Bank	540978	5867	Cash-Wa Distributing	$11,763.90	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Cash-Wa Distributing		05/01/2025	06-2-031000-610-000-000	supply, SN		$1,117.97
Cash-Wa Distributing		05/01/2025	06-2-031000-630-000-000	food, SN		$10,645.93
Sub Total						**$11,763.90**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05142025	State Nebraska Bank	540978	5868	DBA Kemps - LeMars	$6,459.15	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
DBA Kemps - LeMars		5/4/25	06-2-031000-630-000-000	food, SN		$6,459.15
Sub Total						**$6,459.15**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05142025	State Nebraska Bank	540978	5869	Earthgrains Baking Companies, Inc.	$640.55	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Earthgrains Baking Companies, Inc.		4/2025	06-2-031000-630-000-000	food, SN		$640.55
Sub Total						**$640.55**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05142025	State Nebraska Bank	540978	5870	Major Refrigeration Co., Inc.	$497.40	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Major Refrigeration Co., Inc.		D5034	06-2-031000-350-000-000	service call on 2-door freezer/rep. & maint., SN		$497.40
Sub Total						**$497.40**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05142025	State Nebraska Bank	540978	5871	Pac 'n' Save	$37.28	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Pac 'n' Save		5/1/25	06-2-031000-630-000-000	food, SN		$37.28
Sub Total						**$37.28**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05142025	State Nebraska Bank	540978	5872	Sysco	$16,597.35	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Sysco		5/1/2025	06-2-031000-610-000-000	supply, SN		$751.90
Sysco		5/1/2025	06-2-031000-630-000-000	food, SN		$15,845.45
Sub Total						**$16,597.35**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05142025	State Nebraska Bank	540978	5873	UNL - Pierce County Extension	$310.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
UNL - Pierce County Extension		reg.	06-2-031000-810-000-000	ServSafe reg. (C. Betchel, T. Brudigan)/dues & fees, SN		$310.00
Sub Total						**$310.00**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05142025	State Nebraska Bank	540978	5874	US Foods	$2,751.06	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
US Foods		5287993	06-2-031000-630-000-000	food, SN		$2,751.06
Sub Total						**$2,751.06**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05142025	State Nebraska Bank	540978	5875	Vestis	$558.28	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Vestis		4/2025	06-2-031000-610-000-000	April '25 linen service/supply, SN		$558.28

Sub Total						**$558.28**

Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	**Type**
LF-05142025	State Nebraska Bank	540978	5876	Wayne County Farm Bureau	$6,023.53	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Wayne County Farm Bureau		April '25	06-2-031000-630-000-000	beef/food, SN		$6,023.53
Sub Total						**$6,023.53**
Grand Total						**$45,638.50**

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY24-25; Begin Date: 05/14/2025; End Date: 05/14/2025; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 5/14/2025 11:01:05 AM

Check Date	Check Number	Payee	Type	Amount
05/14/2025	5867	Cash-Wa Distributing	Accounts Payable	$11,763.90
05/14/2025	5868	DBA Kemps - LeMars	Accounts Payable	$6,459.15
05/14/2025	5869	Earthgrains Baking Companies, Inc.	Accounts Payable	$640.55
05/14/2025	5870	Major Refrigeration Co., Inc.	Accounts Payable	$497.40
05/14/2025	5871	Pac 'n' Save	Accounts Payable	$37.28
05/14/2025	5872	Sysco	Accounts Payable	$16,597.35
05/14/2025	5873	UNL - Pierce County Extension	Accounts Payable	$310.00
05/14/2025	5874	US Foods	Accounts Payable	$2,751.06
05/14/2025	5875	Vestis	Accounts Payable	$558.28
05/14/2025	5876	Wayne County Farm Bureau	Accounts Payable	$6,023.53
Sub Total				**$45,638.50**

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY24-25; Begin Date: 05/14/2025; End Date: 05/14/2025; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 5/14/2025 11:01:05 AM

Check Date	Check Number	Payee	Description	Type	Amount
05/14/2025	5867	Cash-Wa Distributing	food, supply/SN	Accounts Payable	$11,763.90
05/14/2025	5868	DBA Kemps - LeMars	food, SN	Accounts Payable	$6,459.15
05/14/2025	5869	Earthgrains Baking Companies, Inc.	food, SN	Accounts Payable	$640.55
05/14/2025	5870	Major Refrigeration Co., Inc.	service call, 4/1/25	Accounts Payable	$497.40
05/14/2025	5871	Pac 'n' Save	food, SN	Accounts Payable	$37.28
05/14/2025	5872	Sysco	food, supply/SN	Accounts Payable	$16,597.35
05/14/2025	5873	UNL - Pierce County Extension	ServSafe reg. (C. Betchel, T. Brudigan)/dues & fees, SN	Accounts Payable	$310.00
05/14/2025	5874	US Foods	food, SN	Accounts Payable	$2,751.06
05/14/2025	5875	Vestis	April '25 linen service/supply, SN	Accounts Payable	$558.28
05/14/2025	5876	Wayne County Farm Bureau	beef/food, SN	Accounts Payable	$6,023.53
Sub Total					**$45,638.50**

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY24-25; Begin Date: 05/21/2025; End Date: 05/21/2025; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 5/21/2025 10:11:52 AM

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05212025	State Nebraska Bank	540978	5885	Danielle Peekenschneider	$100.00	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Danielle Peekenschneider		refund/FAM1901	06-1-016110-000-000-000	refund on student meal account		$100.00
Sub Total						**$100.00**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05212025	State Nebraska Bank	540978	5886	Erin Palu	$19.80	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Erin Palu		refund/FAM916	06-1-016110-000-000-000	refund on student meal account		$19.80
Sub Total						**$19.80**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05212025	State Nebraska Bank	540978	5887	Francis Kantai	$15.10	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Francis Kantai		refund/FAM1195	06-1-016110-000-000-000	refund on student meal account		$15.10
Sub Total						**$15.10**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05212025	State Nebraska Bank	540978	5888	Katie Frye	$12.25	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Katie Frye		refund/FAM918	06-1-016110-000-000-000	refund on student meal account		$12.25
Sub Total						**$12.25**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05212025	State Nebraska Bank	540978	5889	Mindy Heithold	$22.35	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Mindy Heithold		refund/FAM92	06-1-016110-000-000-000	refund on student meal account		$22.35
Sub Total						**$22.35**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05212025	State Nebraska Bank	540978	5890	Peg Schaffer	$36.60	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Peg Schaffer		refund/FAM936	06-1-016110-000-000-000	refund on student meal account		$36.60
Sub Total						**$36.60**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05212025	State Nebraska Bank	540978	5891	Traci Foote	$19.20	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Traci Foote		refund/FAM749	06-1-016110-000-000-000	refund on student meal account		$19.20
Sub Total						**$19.20**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	Type
LF-05212025	State Nebraska Bank	540978	5892	Verlin Hanson	$21.80	Accounts Payable
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Verlin Hanson		refund/FAM1582	06-1-016110-000-000-000	refund on student meal account		$21.80
Sub Total						**$21.80**
Grand Total						**$247.10**

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY24-25; Begin Date: 05/21/2025; End Date: 05/21/2025; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 5/21/2025 10:11:53 AM

Check Date	Check Number	Payee	Type	Amount
05/21/2025	5885	Danielle Peekenschneider	Accounts Payable	$100.00
05/21/2025	5886	Erin Palu	Accounts Payable	$19.80
05/21/2025	5887	Francis Kantai	Accounts Payable	$15.10
05/21/2025	5888	Katie Frye	Accounts Payable	$12.25
05/21/2025	5889	Mindy Heithold	Accounts Payable	$22.35
05/21/2025	5890	Peg Schaffer	Accounts Payable	$36.60
05/21/2025	5891	Traci Foote	Accounts Payable	$19.20
05/21/2025	5892	Verlin Hanson	Accounts Payable	$21.80
Sub Total				**$247.10**

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY24-25; Begin Date: 05/21/2025; End Date: 05/21/2025; Bank: State Nebraska Bank; Sort By Element: FUND; Account Expression: ([FUND] = "06") ; Created On: 5/21/2025 10:11:53 AM

Check Date	Check Number	Payee	Description	Type	Amount
05/21/2025	5885	Danielle Peekenschneider	Inv: refund/FAM1901	Accounts Payable	$100.00
05/21/2025	5886	Erin Palu	Inv: refund/FAM916	Accounts Payable	$19.80
05/21/2025	5887	Francis Kantai	Inv: refund/FAM1195	Accounts Payable	$15.10
05/21/2025	5888	Katie Frye	Inv: refund/FAM918	Accounts Payable	$12.25
05/21/2025	5889	Mindy Heithold	Inv: refund/FAM92	Accounts Payable	$22.35
05/21/2025	5890	Peg Schaffer	Inv: refund/FAM936	Accounts Payable	$36.60
05/21/2025	5891	Traci Foote	Inv: refund/FAM749	Accounts Payable	$19.20
05/21/2025	5892	Verlin Hanson	Inv: refund/FAM1582	Accounts Payable	$21.80
Sub Total					**$247.10**

Checks By Status

Sorted by Activity ID, Site ID.
From 05/01/2025 to 05/31/2025.

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
Activity ID 1005		**Activity Name ATHLETIC**				
Site ID WAYNE		**Site Name WAYNE COMMUNITY SCHOOLS**				
17946	Cleared	05/01/2025	STATE NEBRASKA BANK		change-BA, JH Speech, JH dance	700.00
17947	Cleared	05/01/2025	COLUMBUS LAKEVIEW SCHOOL		Golf Invite, 5/1	125.00
17948	Cleared	05/01/2025	BATTLE CREEK PUBLIC SCHOOL		B Club TR Invite, 5/8	180.00
17949	Cleared	05/01/2025	BLACK SQUIRREL TIMING		timing/TR Invites, 4/8, 4/15	3,185.00
17957	Cleared	05/02/2025	Will Roguske		BA umpire, 5/3	185.00
17958	Cleared	05/02/2025	Nathan Silva		BA umpire, 5/3	185.00
17960	Cleared	05/05/2025	WAKEFIELD PUBLIC SCHOOL		Golf Invite, 5/13	75.00
17961	Cleared	05/05/2025	STATE NEBRASKA BANK		change/JH TR Invite, 5/6	1,250.00
17962	Cleared	05/05/2025	Tom Schafer		TR starter/JH TR, 5/6	325.00
17963	Cleared	05/06/2025	MID STATE CONFERENCE		mtg. - meal dues	200.00
17964	Cleared	05/07/2025	STATE NEBRASKA BANK		change/Dist. BA, 5/8	1,800.00
17965	Cleared	05/07/2025	STATE NEBRASKA BANK		change/Dist. BA, 5/9	1,800.00
17966	Cleared	05/07/2025	MIKE FLEER		BA umpire/Dist. BA, 5/8	164.00
17967	Printed	05/07/2025	TOD HEIER		BA umpire/Dist. BA, 5/8	164.00
17968	Cleared	05/07/2025	CORY LENTON		BA umpire/Dist. BA, 5/8	164.00
17969	Cleared	05/07/2025	TROY TEST		BA umpire/Dist. BA, 5/9	88.00
17970	Printed	05/07/2025	JOHN PETERS		BA umpire/Dist. BA, 5/9	88.00
17971	Cleared	05/07/2025	BEAU VIERGUTZ		BA umpire/Dist. BA, 5/9	88.00
17972	Printed	05/08/2025	NORFOLK CATHOLIC SCHOOL		Golf Invite, 5/12	100.00
17973	Cleared	05/08/2025	Norris High School		Dist. Golf, 5/19	125.00
17985	Cleared	05/15/2025	WAYNE COUNTRY CLUB		Golf Invite, 5/8	1,233.00
17986	Printed	05/15/2025	NSAA		Dist. BA C-5. 5/8-9/25	681.67
17996	Cleared	05/15/2025	WINNER'S CIRCLE		awards/engraving	641.78
180.00	Cleared	05/08/2025	BLAIR PUBLIC SCHOOLS		Dist. B-3 TR Meet, 5/13	180.00
18008	Printed	05/22/2025	NSAA		2025-2026 activities reg.	1,565.00
					Total:	$ 15,292.45
Activity ID 1009		**Activity Name BOWLING**				
Site ID WAYNE		**Site Name WAYNE COMMUNITY SCHOOLS**				
17982	Cleared	05/08/2025	U. S. BANK		credit card transaction(s)	462.00
					Total:	$ 462.00
Activity ID 1010		**Activity Name BOYS BASKETBALL**				
Site ID WAYNE		**Site Name WAYNE COMMUNITY SCHOOLS**				
18001	Cleared	05/20/2025	NORFOLK YMCA		summer league BB	300.00
18002	Printed	05/20/2025	Morningside Univ. Mens Basketball		team camp, 6/12	320.00
18003	Printed	05/20/2025	Tekamah Boys Basketball		team camp, 6/17	200.00
18004	Printed	05/20/2025	OAKLAND-CRAIG PUBLIC SCHOOLS		team camp, 6/19	175.00
					Total:	$ 995.00

Checks By Status

Sorted by Activity ID, Site ID.
From 05/01/2025 to 05/31/2025.

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
Activity ID 1011			**Activity Name GIRLS BASKETBALL**			
Site ID WAYNE			**Site Name WAYNE COMMUNITY SCHOOLS**			
18009	Printed	05/22/2025	NORFOLK CATHOLIC SCHOOL		summer league GB	900.00
18010	Printed	05/22/2025	CONCORDIA WOMEN'S BASKETBALL		team camp	550.00
18011	Printed	05/22/2025	Battle Creek Girls Basketball		team camp GB	350.00
18012	Printed	05/22/2025	Husker Women's Basketball Camp		camp reg. GB	590.00
18013	Printed	05/22/2025	Mount Marty Univ.		team camp GB	400.00
					Total:	$ 2,790.00
Activity ID 1015			**Activity Name FOOTBALL**			
Site ID WAYNE			**Site Name WAYNE COMMUNITY SCHOOLS**			
17950	Cleared	05/01/2025	Marriott Cornhusker		lodging/NE Coaches Clinic	604.00
17982	Cleared	05/08/2025	U. S. BANK		credit card transaction(s)	221.86
					Total:	$ 825.86
Activity ID 1020			**Activity Name TRACK/CROSS COUNTRY**			
Site ID WAYNE			**Site Name WAYNE COMMUNITY SCHOOLS**			
17951	Cleared	05/01/2025	BSN SPORTS		team hoodies	2,766.40
17983	Cleared	05/08/2025	AMAZON CAPITAL SERVICES		supplies	226.94
18006	Cleared	05/20/2025	Amanda Stabler		stipend/TR coach	1,200.00
					Total:	$ 4,193.34
Activity ID 1510			**Activity Name CLOSE-UP**			
Site ID WAYNE			**Site Name WAYNE COMMUNITY SCHOOLS**			
17959	Cleared	05/02/2025	CLOSE UP FOUNDATION		trip payment	1,407.00
					Total:	$ 1,407.00
Activity ID 1511			**Activity Name FCCLA**			
Site ID WAYNE			**Site Name WAYNE COMMUNITY SCHOOLS**			
17975	Cleared	05/08/2025	NE FCCLA Assoc.		NLC reg.	1,080.00
17982	Cleared	05/08/2025	U. S. BANK		credit card transaction(s)	992.72
					Total:	$ 2,072.72
Activity ID 1512			**Activity Name FFA**			
Site ID WAYNE			**Site Name WAYNE COMMUNITY SCHOOLS**			
17983	Cleared	05/08/2025	AMAZON CAPITAL SERVICES		supplies	54.40
17995	Cleared	05/15/2025	Ru-des Mart		FFA banquet meal	718.33
17996	Cleared	05/15/2025	WINNER'S CIRCLE		awards/engraving	10.00
18000	Cleared	05/20/2025	Bloom & Grace, LLC		4 parent bouquets	100.00
					Total:	$ 882.73

Checks By Status

Sorted by Activity ID, Site ID.
From 05/01/2025 to 05/31/2025.

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
Activity ID 1515			**Activity Name JH W.E.B. (WHERE EVERYONE BELONGS)**			
Site ID WAYNE			**Site Name WAYNE COMMUNITY SCHOOLS**			
17946	Cleared	05/01/2025	STATE NEBRASKA BANK		change-BA, JH Speech, JH dance	400.00
17955	Cleared	05/01/2025	Axel Alvarez		DJ/dance, 5/2	250.00
17983	Cleared	05/08/2025	AMAZON CAPITAL SERVICES		supplies	154.93
					Total:	$ 804.93
Activity ID 1535			**Activity Name SPEECH TEAM**			
Site ID WAYNE			**Site Name WAYNE COMMUNITY SCHOOLS**			
17946	Cleared	05/01/2025	STATE NEBRASKA BANK		change-BA, JH Speech, JH dance	670.00
17954	Cleared	05/01/2025	TOTAL GRAPHICS		yard signs	300.00
17974	Printed	05/08/2025	TOTAL GRAPHICS		t-shirts	288.90
17977	Cleared	05/08/2025	PAC 'N' SAVE		supplies	20.68
17987	Cleared	05/15/2025	Claire Krepel		bal. of speech coaching stipend	300.00
17988	Printed	05/15/2025	WSC Drama Club		bal. of judging fees, 2/8/25	300.00
17999	Cleared	05/16/2025	GODFATHER'S PIZZA		pizza	240.00
					Total:	$ 2,119.58
Activity ID 2039			**Activity Name Class of 2028**			
Site ID WAYNE			**Site Name WAYNE COMMUNITY SCHOOLS**			
17994	Printed	05/15/2025	Believe Kids Fundraising		class fundraiser	1,617.80
					Total:	$ 1,617.80
Activity ID 3015			**Activity Name DISTRICT ENTRY FEES**			
Site ID WAYNE			**Site Name WAYNE COMMUNITY SCHOOLS**			
17997	Cleared	05/15/2025	Kiewit Luminarium		field trip	75.00
17998	Printed	05/16/2025	Hyatt Place Lincoln		Dist. Golf lodging, 5/18	675.00
18014	Printed	05/22/2025	Alicia McIntosh		refund/drivers ed (Kayleigh)	275.00
18015	Cleared	05/22/2025	Amanda Nelson		refund drivers ed (J. Russman)	275.00
					Total:	$ 1,300.00
Activity ID 3505			**Activity Name CHEERLEADERS**			
Site ID WAYNE			**Site Name WAYNE COMMUNITY SCHOOLS**			
17982	Cleared	05/08/2025	U. S. BANK		credit card transaction(s)	206.00
					Total:	$ 206.00
Activity ID 3510			**Activity Name CONCESSIONS**			
Site ID WAYNE			**Site Name WAYNE COMMUNITY SCHOOLS**			
17961	Cleared	05/05/2025	STATE NEBRASKA BANK		change/JH TR Invite, 5/6	950.00
17976	Cleared	05/08/2025	ACE HARDWARE & HOME		supplies	94.53
17977	Cleared	05/08/2025	PAC 'N' SAVE		supplies	206.56
17978	Cleared	05/08/2025	LINPEPCO - SIOUXLAND		beverages	490.45
17979	Cleared	05/08/2025	WHOLESALE SUPPLY CO.		candy supplies	1,037.55
17999	Cleared	05/16/2025	GODFATHER'S PIZZA		pizza	576.00
					Total:	$ 3,355.09

Checks By Status

Sorted by Activity ID, Site ID.
From 05/01/2025 to 05/31/2025.

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
Activity ID 4510		**Activity Name POWER DRIVE PROGRAM**				
Site ID WAYNE		**Site Name WAYNE COMMUNITY SCHOOLS**				
17952	Cleared	05/01/2025	BOMGAARS		supplies	186.07
17953	Cleared	05/01/2025	GROSSENBURG IMPLEMENT		supplies	227.00
17976	Cleared	05/08/2025	ACE HARDWARE & HOME		supplies	50.10
17983	Cleared	05/08/2025	AMAZON CAPITAL SERVICES		supplies	156.78
17990	Cleared	05/15/2025	WAYNE AUTO PARTS		supplies	309.99
18005	Cleared	05/20/2025	AMAZON CAPITAL SERVICES		supplies	78.92
					Total:	$ 1,008.86
Activity ID 5515		**Activity Name GRADES K-6**				
Site ID WAYNE		**Site Name WAYNE COMMUNITY SCHOOLS**				
17956	Cleared	05/01/2025	Water for South Sudan		donation/water challenge	1,782.10
17976	Cleared	05/08/2025	ACE HARDWARE & HOME		supplies	63.92
17980	Cleared	05/08/2025	LINPEPCO - SIOUXLAND		vending machine	127.80
17981	Cleared	05/08/2025	SCHOLASTIC BOOK FAIRS		book fair	4,387.02
17982	Cleared	05/08/2025	U. S. BANK		credit card transaction(s)	347.85
17993	Cleared	05/15/2025	KARA HEITHOLD		reimb./supplies	50.00
					Total:	$ 6,758.69
Activity ID 5536		**Activity Name STUDENT ASSISTANCE**				
Site ID WAYNE		**Site Name WAYNE COMMUNITY SCHOOLS**				
17976	Cleared	05/08/2025	ACE HARDWARE & HOME		supplies	114.00
					Total:	$ 114.00
Activity ID 5537		**Activity Name SPED - TRANSITION (FORMERLY RESOURCE)**				
Site ID WAYNE		**Site Name WAYNE COMMUNITY SCHOOLS**				
17977	Cleared	05/08/2025	PAC 'N' SAVE		supplies	70.99
17982	Cleared	05/08/2025	U. S. BANK		credit card transaction(s)	161.91
					Total:	$ 232.90
Activity ID 5544		**Activity Name STAFF SUPPORT SERVICES**				
Site ID WAYNE		**Site Name WAYNE COMMUNITY SCHOOLS**				
17989	Cleared	05/15/2025	S.D. 17 LUNCH FUND		reimb/staff meals	5,000.00
17992	Cleared	05/15/2025	DEB DAUM		reimb./sup. for luncheon	56.94
17999	Cleared	05/16/2025	GODFATHER'S PIZZA		pizza	48.00
18005	Cleared	05/20/2025	AMAZON CAPITAL SERVICES		supplies	107.45
18007	Printed	05/22/2025	EMILIE OSTEN		12 dz. cupcakes	150.00
					Total:	$ 5,362.39
Activity ID 5605		**Activity Name STUDENT FEES/CHROMEBOOKS**				
Site ID WAYNE		**Site Name WAYNE COMMUNITY SCHOOLS**				
17991	Cleared	05/15/2025	AGPARTS WORLDWIDE, INC.		30 chromebooks, supplies	2,007.00
					Total:	$ 2,007.00

Report Total :	53,808.34

Wayne Public Schools

Check Listing Report

Accounting Cycle: FY24-25; Begin Date: 05/10/2025; End Date: 06/05/2025; Bank: [All]; Sort By Element: FUND; Account Expression: [All]; Created On: 6/6/2025 9:52:08 AM

Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	540935	
Vendor	**PO Number**	**Invoice #**	**Account Code**
Hausmann Construction, Inc.		APPLICATION 023	08-2-045000-450-000-024
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	112507	1026
Vendor	**PO Number**	**Invoice #**	**Account Code**
Dollamur, LLC		259803	02-2-025150-730-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	540935	1806
Vendor	**PO Number**	**Invoice #**	**Account Code**
Carlson West Povondra Architects		23124-20	08-2-026200-340-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	540935	1807
Vendor	**PO Number**	**Invoice #**	**Account Code**
D.H. PACE COMPANY, INC		CD2500020932	08-2-026200-610-001-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	540935	1808
Vendor	**PO Number**	**Invoice #**	**Account Code**
Hauff Sports		160092	08-2-026100-610-300-004
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	540935	1809
Vendor	**PO Number**	**Invoice #**	**Account Code**
K-Log, Inc.		25-33748-1	08-2-026200-610-001-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	540935	1810

Vendor	PO Number	Invoice #	Account Code
Korth Roofing LLC		ROOF REPLACEMENT-ES	08-2-026200-450-005-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	540935	1811
Vendor	**PO Number**	**Invoice #**	**Account Code**
Love Signs, Inc.		250887-1	08-2-026200-431-001-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	540935	1812
Vendor	**PO Number**	**Invoice #**	**Account Code**
Sterling Computers		Q-00666496	08-2-026200-610-001-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	540935	1813
Vendor	**PO Number**	**Invoice #**	**Account Code**
U.S. Bank		5/26/2025	08-2-045000-733-000-024
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	540935	1814
Vendor	**PO Number**	**Invoice #**	**Account Code**
Wayne County Treasurer		Fund # 6201	08-00903-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25521
Vendor	**PO Number**	**Invoice #**	**Account Code**
ABC Mobile Storage, Inc		76991	01-2-026100-440-001-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25522
Vendor	**PO Number**	**Invoice #**	**Account Code**
Ace Hardware & Home		5/31/2025	01-2-021900-610-001-000
Ace Hardware & Home		5/31/2025	01-2-024100-610-005-000
Ace Hardware & Home		5/31/2025	01-2-026200-431-005-010
Ace Hardware & Home		5/31/2025	01-2-026200-610-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**

June 2025 Board Warrants	State Nebraska Bank	537047	25523
Vendor	**PO Number**	**Invoice #**	**Account Code**
Allo Communications		ACCOUNT # 188129	01-2-011000-382-005-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25524
Vendor	**PO Number**	**Invoice #**	**Account Code**
Amazon Capital Services	9254-2025	16RPNQH63JFK	01-2-011000-610-006-010
Amazon Capital Services	9262-2025	1W7NQ6VD1YQ7	01-2-023200-610-000-000
Amazon Capital Services	9376-2025	1M37R1NX3G7N	01-2-011000-610-001-010
Amazon Capital Services	9376-2025	1M37R1NX3G7N	01-2-011000-610-006-010
Amazon Capital Services	9376-2025	1M37R1NX3G7N	01-2-025100-610-000-000
Amazon Capital Services	9327-2025	1PYDYY4N1TFX	01-2-025100-610-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25525
Vendor	**PO Number**	**Invoice #**	**Account Code**
Bio-Electronics		2586	01-2-021300-610-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25526
Vendor	**PO Number**	**Invoice #**	**Account Code**
Black Hills Energy		4/22/2025 TO 5/22/2025	01-2-026100-621-001-000
Black Hills Energy		4/22/2025 TO 5/22/2025	01-2-026100-621-005-000
Black Hills Energy		4/22/2025 TO 5/22/2025	01-2-026100-621-006-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25527
Vendor	**PO Number**	**Invoice #**	**Account Code**
Bomgaars		5/16/2025	01-2-011000-610-001-120
Bomgaars		5/16/2025	01-2-026200-431-001-010
Bomgaars		5/16/2025	01-2-026200-431-005-010
Bomgaars		5/16/2025	01-2-026300-431-000-020
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25528
Vendor	**PO Number**	**Invoice #**	**Account Code**
BSN Sports, LLC	9285-2025	929908265	01-2-011000-610-005-010
Sub Total			

Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25529
Vendor	**PO Number**	**Invoice #**	**Account Code**
Chemsearch FE		9171720	01-2-026200-431-005-010
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25530
Vendor	**PO Number**	**Invoice #**	**Account Code**
City of Wayne		APRIL 2025 TO MAY 2025	01-2-011900-622-300-000
City of Wayne		APRIL 2025 TO MAY 2025	01-2-026100-410-001-000
City of Wayne		APRIL 2025 TO MAY 2025	01-2-026100-410-005-000
City of Wayne		APRIL 2025 TO MAY 2025	01-2-026100-410-006-000
City of Wayne		APRIL 2025 TO MAY 2025	01-2-026100-621-001-010
City of Wayne		APRIL 2025 TO MAY 2025	01-2-026100-621-005-010
City of Wayne		APRIL 2025 TO MAY 2025	01-2-026100-621-006-010
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25531
Vendor	**PO Number**	**Invoice #**	**Account Code**
City of Wayne- Interlocal		MAY 2025	01-2-026600-340-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25532
Vendor	**PO Number**	**Invoice #**	**Account Code**
Constellation NewEnergy Gas Div., LLC		4325426	01-2-026100-621-001-000
Constellation NewEnergy Gas Div., LLC		4325426	01-2-026100-621-005-000
Constellation NewEnergy Gas Div., LLC		4325426	01-2-026100-621-006-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25533
Vendor	**PO Number**	**Invoice #**	**Account Code**
CPI		NAIN-160144	01-2-012003-330-000-001
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25534
Vendor	**PO Number**	**Invoice #**	**Account Code**
Detlefsen Construction LLC		2700011	01-2-026300-431-000-020
Sub Total			

Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25535
Vendor	**PO Number**	**Invoice #**	**Account Code**
Eakes Office Solutions		INV65012	01-2-025100-443-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25536
Vendor	**PO Number**	**Invoice #**	**Account Code**
Electronic Contracting Company Inc.		73353/73314	01-2-026100-350-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25537
Vendor	**PO Number**	**Invoice #**	**Account Code**
ESU #1		SP 10550	01-2-021410-591-000-001
ESU #1		SP 10550	01-2-021510-591-000-001
ESU #1		SP 10550	01-2-021510-591-000-011
ESU #1		SP 10550	01-2-021610-340-000-001
ESU #1		SP 10550	01-2-021710-591-000-001
ESU #1		SP 10550	01-2-064060-591-300-001
ESU #1		SP 10550	01-2-064080-591-300-001
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25538
Vendor	**PO Number**	**Invoice #**	**Account Code**
Fast Pik #3		6/1/2025	01-2-013000-626-001-000
Fast Pik #3		6/1/2025	01-2-021900-626-001-000
Fast Pik #3		6/1/2025	01-2-021900-626-001-030
Fast Pik #3		6/1/2025	01-2-021900-626-001-100
Fast Pik #3		6/1/2025	01-2-021900-626-006-000
Fast Pik #3		6/1/2025	01-2-023200-580-000-000
Fast Pik #3		6/1/2025	01-2-023200-626-000-000
Fast Pik #3		6/1/2025	01-2-026500-626-000-000
Fast Pik #3		6/1/2025	01-2-026500-626-000-050
Fast Pik #3		6/1/2025	01-2-027120-626-000-001
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25539
Vendor	**PO Number**	**Invoice #**	**Account Code**
First Concord Benefits Group		MAY 2025	01-2-025100-810-000-010

Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25540
Vendor	**PO Number**	**Invoice #**	**Account Code**
First Student, Inc.		12052815	01-2-021900-519-001-000
First Student, Inc.		12052815	01-2-021900-519-005-000
First Student, Inc.		12052815	01-2-021900-519-006-000
First Student, Inc.		12052815	01-2-027100-519-001-000
First Student, Inc.		12052815	01-2-027100-626-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25541
Vendor	**PO Number**	**Invoice #**	**Account Code**
Harris School Solutions		DATMN0002942	01-2-025100-650-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25542
Vendor	**PO Number**	**Invoice #**	**Account Code**
Heartland Counseling Services, Inc.		3688	01-2-021400-340-001-000
Heartland Counseling Services, Inc.		3688	01-2-021400-340-005-000
Heartland Counseling Services, Inc.		3688	01-2-021400-340-006-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25543
Vendor	**PO Number**	**Invoice #**	**Account Code**
Hometown Leasing		MAY 2025	01-2-025100-443-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25544
Vendor	**PO Number**	**Invoice #**	**Account Code**
KSB School Law		19083	01-2-023300-317-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25545
Vendor	**PO Number**	**Invoice #**	**Account Code**
Lakeshore Learning Materials, LLC	8343-2025	90782136	01-2-011000-610-005-130
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
June 2025 Board Warrants	State Nebraska Bank	537047	25546
Vendor	**PO Number**	**Invoice #**	**Account Code**
Mackin Educational Resources	8338-2025	931828	01-2-022200-640-005-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25547
Vendor	**PO Number**	**Invoice #**	**Account Code**
Main Street Garage, LLC		19271 18540 16348 19387 19233 19	01-2-013000-350-000-000
Main Street Garage, LLC		19271 18540 16348 19387 19233 19	01-2-027300-350-000-000
Main Street Garage, LLC		19271 18540 16348 19387 19233 19	01-2-027320-350-000-001
Main Street Garage, LLC		19377	01-2-027320-350-000-001
Main Street Garage, LLC		19536	01-2-027320-350-000-001
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25548
Vendor	**PO Number**	**Invoice #**	**Account Code**
Midbell Music, Inc.		10917609	01-2-011000-350-001-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25549
Vendor	**PO Number**	**Invoice #**	**Account Code**
NE FFA Assoc	9349-2025	HORSE 328	01-2-011000-610-001-100
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25550
Vendor	**PO Number**	**Invoice #**	**Account Code**
Nebraska Council Of School Administrators		MEMBERSHIP M. BEAIR	01-2-012001-810-000-001
Nebraska Council Of School Administrators	9362-2025	R. PLAGER MEMBERSHIP	01-2-024100-810-001-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25551
Vendor	**PO Number**	**Invoice #**	**Account Code**
Nebraska Library Commission	9368-2025	32963	01-2-022200-643-001-000
Nebraska Library Commission	9368-2025	32963	01-2-022200-643-005-000
Nebraska Library Commission	9368-2025	32963	01-2-022200-643-006-000
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
June 2025 Board Warrants	State Nebraska Bank	537047	25552
Vendor	**PO Number**	**Invoice #**	**Account Code**
Nebraska School Activities Assoc.		25-26 MEMBERSHIP DUES	01-2-021900-810-001-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25553
Vendor	**PO Number**	**Invoice #**	**Account Code**
Nebraska State Fire Marshal Agency		134201	01-2-026200-431-001-010
Nebraska State Fire Marshal Agency		134201	01-2-026200-431-005-010
Nebraska State Fire Marshal Agency		134201	01-2-026200-431-006-010
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25554
Vendor	**PO Number**	**Invoice #**	**Account Code**
One Source		2022/80704	01-2-025700-340-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25555
Vendor	**PO Number**	**Invoice #**	**Account Code**
Pac 'n' Save		6/1/25	01-2-011000-610-000-080
Pac 'n' Save		6/1/25	01-2-011000-610-001-030
Pac 'n' Save		6/1/25	01-2-021200-610-005-000
Pac 'n' Save		6/1/25	01-2-022200-610-005-000
Pac 'n' Save		6/1/25	01-2-023100-610-000-000
Pac 'n' Save		6/1/25	01-2-033000-610-005-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25556
Vendor	**PO Number**	**Invoice #**	**Account Code**
Pearson Education Inc.	9298-2025	28631161	01-2-011000-641-001-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25557
Vendor	**PO Number**	**Invoice #**	**Account Code**
Peetz Koerwitz & Lafleur		5/7/2025	01-2-023300-317-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**

June 2025 Board Warrants	State Nebraska Bank	537047	25558
Vendor	**PO Number**	**Invoice #**	**Account Code**
Percussion Source/West Music	9056B-2025	SI2526633	01-2-011000-610-001-110
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25559
Vendor	**PO Number**	**Invoice #**	**Account Code**
Perry Law Firm		5/23/2025	01-2-023300-317-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25560
Vendor	**PO Number**	**Invoice #**	**Account Code**
Plunkett's/Varment Guard		9166547	01-2-026200-431-000-010
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25561
Vendor	**PO Number**	**Invoice #**	**Account Code**
PowerSchool Group, LLC		Q-132813-1	01-2-025100-810-000-020
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25562
Vendor	**PO Number**	**Invoice #**	**Account Code**
Providence Medical Center		5007346	01-2-021610-340-000-001
Providence Medical Center		5007346	01-2-021710-340-000-001
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25563
Vendor	**PO Number**	**Invoice #**	**Account Code**
Rasmussen Mechanical Services		SRV122345	01-2-026200-431-006-010
Rasmussen Mechanical Services		SRV116762	01-2-026400-431-006-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25564
Vendor	**PO Number**	**Invoice #**	**Account Code**
Rasmussen, Toni		5/7/2025	01-2-022130-330-001-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**

June 2025 Board Warrants	State Nebraska Bank	537047	25565
Vendor	**PO Number**	**Invoice #**	**Account Code**
Riddell All American Sports Corp.	9495B-2025	952310002/952307793	01-2-021900-350-000-000
Riddell All American Sports Corp.	9495B-2025	952310002/952307793	01-2-021900-350-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25566
Vendor	**PO Number**	**Invoice #**	**Account Code**
S.D. 17 Activity Fund		DISTRICT BOYS GOLF	01-2-021900-580-001-010
S.D. 17 Activity Fund		FIELD TRIP	01-2-021900-810-001-000
S.D. 17 Activity Fund		FIELD TRIP	01-2-021900-810-006-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25567
Vendor	**PO Number**	**Invoice #**	**Account Code**
S.D. 17 Lunch Fund		MAY MEALS	01-2-011900-610-300-010
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25568
Vendor	**PO Number**	**Invoice #**	**Account Code**
School Health Corporation	9290-2025	CINV000241897	01-2-011000-610-005-010
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25569
Vendor	**PO Number**	**Invoice #**	**Account Code**
School Specialty, LLC	9369-2025	208135718159	01-2-011000-610-001-010
School Specialty, LLC	9369-2025	208135718159	01-2-011000-610-006-010
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25570
Vendor	**PO Number**	**Invoice #**	**Account Code**
Security Shredding Services		23189	01-2-025100-310-000-020
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25571
Vendor	**PO Number**	**Invoice #**	**Account Code**
TownePlace Suites Lincoln North		689B800003020	01-2-021900-580-001-010
Sub Total			

Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25572
Vendor	**PO Number**	**Invoice #**	**Account Code**
U.S. Bank		May 2025 Statement	01-2-011000-610-001-120
U.S. Bank		May 2025 Statement	01-2-012003-610-005-011
U.S. Bank		May 2025 Statement	01-2-021200-610-005-000
U.S. Bank		May 2025 Statement	01-2-021300-810-000-000
U.S. Bank		May 2025 Statement	01-2-021900-580-001-010
U.S. Bank		May 2025 Statement	01-2-021900-610-001-010
U.S. Bank		May 2025 Statement	01-2-021900-810-001-000
U.S. Bank		May 2025 Statement	01-2-023200-580-000-000
U.S. Bank		May 2025 Statement	01-2-024100-810-005-000
U.S. Bank		May 2025 Statement	01-2-024100-810-300-000
U.S. Bank		May 2025 Statement	01-2-025100-580-000-000
U.S. Bank		May 2025 Statement	01-2-025100-610-000-000
U.S. Bank		May 2025 Statement	01-2-035350-580-000-002
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25573
Vendor	**PO Number**	**Invoice #**	**Account Code**
US Cellular		0731317234	01-2-025100-382-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25574
Vendor	**PO Number**	**Invoice #**	**Account Code**
Waste Connections of Nebraska Inc.		4134668T052	01-2-026200-410-000-010
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25575
Vendor	**PO Number**	**Invoice #**	**Account Code**
Wayne Herald		5/31/2025	01-2-023100-540-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
June 2025 Board Warrants	State Nebraska Bank	537047	25576
Vendor	**PO Number**	**Invoice #**	**Account Code**
William V. MacGill & Co.	9267B-2025	IN0900539	01-2-021300-610-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**

June 2025 Board Warrants	State Nebraska Bank	537047	25577
Vendor	**PO Number**	**Invoice #**	**Account Code**
Wragge, David G		5/20-21/2025	01-2-024900-580-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
LF-05142025	State Nebraska Bank	540978	5867
Vendor	**PO Number**	**Invoice #**	**Account Code**
Cash-Wa Distributing		05/01/2025	06-2-031000-610-000-000
Cash-Wa Distributing		05/01/2025	06-2-031000-630-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
LF-05142025	State Nebraska Bank	540978	5868
Vendor	**PO Number**	**Invoice #**	**Account Code**
DBA Kemps - LeMars		5/4/25	06-2-031000-630-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
LF-05142025	State Nebraska Bank	540978	5869
Vendor	**PO Number**	**Invoice #**	**Account Code**
Earthgrains Baking Companies, Inc.		4/2025	06-2-031000-630-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
LF-05142025	State Nebraska Bank	540978	5870
Vendor	**PO Number**	**Invoice #**	**Account Code**
Major Refrigeration Co., Inc.		D5034	06-2-031000-350-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
LF-05142025	State Nebraska Bank	540978	5871
Vendor	**PO Number**	**Invoice #**	**Account Code**
Pac 'n' Save		5/1/25	06-2-031000-630-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
LF-05142025	State Nebraska Bank	540978	5872
Vendor	**PO Number**	**Invoice #**	**Account Code**
Sysco		5/1/2025	06-2-031000-610-000-000
Sysco		5/1/2025	06-2-031000-630-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**

LF-05142025	State Nebraska Bank	540978	5873
Vendor	**PO Number**	**Invoice #**	**Account Code**
UNL - Pierce County Extension		reg.	06-2-031000-810-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
LF-05142025	State Nebraska Bank	540978	5874
Vendor	**PO Number**	**Invoice #**	**Account Code**
US Foods		5287993	06-2-031000-630-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
LF-05142025	State Nebraska Bank	540978	5875
Vendor	**PO Number**	**Invoice #**	**Account Code**
Vestis		4/2025	06-2-031000-610-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
LF-05142025	State Nebraska Bank	540978	5876
Vendor	**PO Number**	**Invoice #**	**Account Code**
Wayne County Farm Bureau		April '25	06-2-031000-630-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
LF-05212025	State Nebraska Bank	540978	5885
Vendor	**PO Number**	**Invoice #**	**Account Code**
Danielle Peekenschneider		refund/FAM1901	06-1-016110-000-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
LF-05212025	State Nebraska Bank	540978	5886
Vendor	**PO Number**	**Invoice #**	**Account Code**
Erin Palu		refund/FAM916	06-1-016110-000-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
LF-05212025	State Nebraska Bank	540978	5887
Vendor	**PO Number**	**Invoice #**	**Account Code**
Francis Kantai		refund/FAM1195	06-1-016110-000-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
LF-05212025	State Nebraska Bank	540978	5888
Vendor	**PO Number**	**Invoice #**	**Account Code**

Katie Frye		refund/FAM918	06-1-016110-000-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
LF-05212025	State Nebraska Bank	540978	5889
Vendor	**PO Number**	**Invoice #**	**Account Code**
Mindy Heithold		refund/FAM92	06-1-016110-000-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
LF-05212025	State Nebraska Bank	540978	5890
Vendor	**PO Number**	**Invoice #**	**Account Code**
Peg Schaffer		refund/FAM936	06-1-016110-000-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
LF-05212025	State Nebraska Bank	540978	5891
Vendor	**PO Number**	**Invoice #**	**Account Code**
Traci Foote		refund/FAM749	06-1-016110-000-000-000
Sub Total			
Voucher Number	**Bank Name**	**Account Number**	**Check Number**
LF-05212025	State Nebraska Bank	540978	5892
Vendor	**PO Number**	**Invoice #**	**Account Code**
Verlin Hanson		refund/FAM1582	06-1-016110-000-000-000
Sub Total			
Grand Total			

Payee	Amount	Type
Hausmann Construction, Inc.	$395,994.48	Accounts Payable
Description	**Issue Date**	**Amount**
		$395,994.48
		$395,994.48

Payee	Amount	Type
Dollamur, LLC	$13,020.00	Accounts Payable
Description	**Issue Date**	**Amount**
		$13,020.00
		$13,020.00

Payee	Amount	Type
Carlson West Povondra Architects	$4,560.51	Accounts Payable
Description	**Issue Date**	**Amount**
		$4,560.51
		$4,560.51

Payee	Amount	Type
D.H. PACE COMPANY, INC	$3,980.00	Accounts Payable
Description	**Issue Date**	**Amount**
		$3,980.00
		$3,980.00

Payee	Amount	Type
Hauff Sports	$1,035.00	Accounts Payable
Description	**Issue Date**	**Amount**
		$1,035.00
		$1,035.00

Payee	Amount	Type
K-Log, Inc.	$8,110.76	Accounts Payable
Description	**Issue Date**	**Amount**
		$8,110.76
		$8,110.76

Payee	Amount	Type
Korth Roofing LLC	$36,545.00	Accounts Payable

Description	Issue Date	Amount
		$36,545.00
		$36,545.00
Payee	**Amount**	**Type**
Love Signs, Inc.	$1,550.50	Accounts Payable
Description	**Issue Date**	**Amount**
		$1,550.50
		$1,550.50
Payee	**Amount**	**Type**
Sterling Computers	$9,825.00	Accounts Payable
Description	**Issue Date**	**Amount**
		$9,825.00
		$9,825.00
Payee	**Amount**	**Type**
U.S. Bank	$1,700.00	Accounts Payable
Description	**Issue Date**	**Amount**
		$1,700.00
		$1,700.00
Payee	**Amount**	**Type**
Wayne County Treasurer	$4.98	Accounts Payable
Description	**Issue Date**	**Amount**
		$4.98
		$4.98
Payee	**Amount**	**Type**
ABC Mobile Storage, Inc	$525.00	Accounts Payable
Description	**Issue Date**	**Amount**
		$525.00
		$525.00
Payee	**Amount**	**Type**
Ace Hardware & Home	$305.20	Accounts Payable
Description	**Issue Date**	**Amount**
		$16.37
		$147.85
		$12.86
		$128.12
		$305.20
Payee	**Amount**	**Type**

Allo Communications	$1,593.96	Accounts Payable
Description	**Issue Date**	**Amount**
		$1,593.96
		$1,593.96

Payee	**Amount**	**Type**
Amazon Capital Services	$452.43	Accounts Payable
Description	**Issue Date**	**Amount**
JH t. supply	05/12/2025	$59.42
index tabs/supply, supt. dist.	06/03/2025	$11.08
JH/HS t. sup./office sup. dist.	06/03/2025	$235.80
JH/HS t. sup./office sup. dist.	06/03/2025	$117.90
JH/HS t. sup./office sup. dist.	06/03/2025	$21.94
sticker labels/office supplies, dist.	06/03/2025	$6.29
		$452.43

Payee	**Amount**	**Type**
Bio-Electronics	$650.00	Accounts Payable
Description	**Issue Date**	**Amount**
		$650.00
		$650.00

Payee	**Amount**	**Type**
Black Hills Energy	$431.18	Accounts Payable
Description	**Issue Date**	**Amount**
		$200.18
		$130.91
		$100.09
		$431.18

Payee	**Amount**	**Type**
Bomgaars	$365.35	Accounts Payable
Description	**Issue Date**	**Amount**
		$15.99
		$9.37
		$16.99
		$323.00
		$365.35

Payee	**Amount**	**Type**
BSN Sports, LLC	$190.50	Accounts Payable
Description	**Issue Date**	**Amount**
ES t. supply/coop order	06/02/2025	$190.50
		$190.50

Payee	**Amount**	**Type**
Chemsearch FE	$1,249.83	Accounts Payable
Description	**Issue Date**	**Amount**
		$1,249.83
		$1,249.83
Payee	**Amount**	**Type**
City of Wayne	$21,915.10	Accounts Payable
Description	**Issue Date**	**Amount**
		$459.77
		$948.92
		$948.92
		$1,100.88
		$4,614.15
		$9,228.31
		$4,614.15
		$21,915.10
Payee	**Amount**	**Type**
City of Wayne- Interlocal	$3,696.00	Accounts Payable
Description	**Issue Date**	**Amount**
		$3,696.00
		$3,696.00
Payee	**Amount**	**Type**
Constellation NewEnergy Gas Div., LLC	$2,852.92	Accounts Payable
Description	**Issue Date**	**Amount**
		$950.88
		$950.88
		$951.16
		$2,852.92
Payee	**Amount**	**Type**
CPI	$200.00	Accounts Payable
Description	**Issue Date**	**Amount**
		$200.00
		$200.00
Payee	**Amount**	**Type**
Detlefsen Construction LLC	$950.00	Accounts Payable
Description	**Issue Date**	**Amount**
		$950.00
		$950.00

Payee	Amount	Type
Eakes Office Solutions	$40.49	Accounts Payable
Description	**Issue Date**	**Amount**
		$40.49
		$40.49

Payee	Amount	Type
Electronic Contracting Company Inc.	$465.00	Accounts Payable
Description	**Issue Date**	**Amount**
		$465.00
		$465.00

Payee	Amount	Type
ESU #1	$147,820.08	Accounts Payable
Description	**Issue Date**	**Amount**
		$41,224.00
		$1,044.00
		$75,982.33
		$378.00
		$70.00
		$1,679.00
		$27,442.75
		$147,820.08

Payee	Amount	Type
Fast Pik #3	$1,971.07	Accounts Payable
Description	**Issue Date**	**Amount**
		$158.33
		$160.31
		$36.31
		$35.37
		$742.76
		$23.75
		$97.15
		$344.64
		$45.90
		$326.55
		$1,971.07

Payee	Amount	Type
First Concord Benefits Group	$100.00	Accounts Payable
Description	**Issue Date**	**Amount**
		$100.00

		$100.00
Payee	**Amount**	**Type**
First Student, Inc.	$54,563.03	Accounts Payable
Description	**Issue Date**	**Amount**
		$13,095.13
		$16,709.68
		$12,549.50
		$11,824.91
		$383.81
		$54,563.03
Payee	**Amount**	**Type**
Harris School Solutions	$893.59	Accounts Payable
Description	**Issue Date**	**Amount**
		$893.59
		$893.59
Payee	**Amount**	**Type**
Heartland Counseling Services, Inc.	$2,112.00	Accounts Payable
Description	**Issue Date**	**Amount**
		$704.00
		$1,056.00
		$352.00
		$2,112.00
Payee	**Amount**	**Type**
Hometown Leasing	$2,279.87	Accounts Payable
Description	**Issue Date**	**Amount**
		$2,279.87
		$2,279.87
Payee	**Amount**	**Type**
KSB School Law	$627.50	Accounts Payable
Description	**Issue Date**	**Amount**
		$627.50
		$627.50
Payee	**Amount**	**Type**
Lakeshore Learning Materials, LLC	$2,430.10	Accounts Payable
Description	**Issue Date**	**Amount**
(2) kitchen sets for ELC/ES furn. & fixt. sup.	05/13/2025	$2,430.10
		$2,430.10

Payee	Amount	Type
Mackin Educational Resources	$597.61	Accounts Payable
Description	**Issue Date**	**Amount**
Gr. 3-6 library books/ES libr. books	06/04/2025	$597.61
		$597.61

Payee	Amount	Type
Main Street Garage, LLC	$1,152.83	Accounts Payable
Description	**Issue Date**	**Amount**
		$105.00
		$330.00
		$313.80
		$333.43
		$70.60
		$1,152.83

Payee	Amount	Type
Midbell Music, Inc.	$109.79	Accounts Payable
Description	**Issue Date**	**Amount**
		$109.79
		$109.79

Payee	Amount	Type
NE FFA Assoc	$50.00	Accounts Payable
Description	**Issue Date**	**Amount**
reg.-State Conv./Horse Eval. 2025/ag classroom	06/03/2025	$50.00
		$50.00

Payee	Amount	Type
Nebraska Council Of School Administrators	$1,065.00	Accounts Payable
Description	**Issue Date**	**Amount**
		$630.00
membership renewal (R. Plager)/dues & fees, HS	05/28/2025	$435.00
		$1,065.00

Payee	Amount	Type
Nebraska Library Commission	$5,206.00	Accounts Payable
Description	**Issue Date**	**Amount**
EBSCO Ultra Online Package K-12/HS library software	06/02/2025	$1,561.80
EBSCO Ultra Online Package K-12/ES library software	06/02/2025	$2,863.30
EBSCO Ultra Online Package K-12/JH library software	06/02/2025	$780.90
		$5,206.00

Payee	Amount	Type
Nebraska School Activities Assoc.	$180.00	Accounts Payable

Description	Issue Date	Amount
		$180.00
		$180.00

Payee	Amount	Type
Nebraska State Fire Marshal Agency	$324.00	Accounts Payable

Description	Issue Date	Amount
		$120.00
		$144.00
		$60.00
		$324.00

Payee	Amount	Type
One Source	$128.00	Accounts Payable

Description	Issue Date	Amount
		$128.00
		$128.00

Payee	Amount	Type
Pac 'n' Save	$155.67	Accounts Payable

Description	Issue Date	Amount
		$7.50
		$64.78
		$25.42
		$36.91
		$2.99
		$18.07
		$155.67

Payee	Amount	Type
Pearson Education Inc.	$440.00	Accounts Payable

Description	Issue Date	Amount
Math XL for School Student (Qty. 20) digital delivery/digital instr. materials	05/27/2025	$440.00
		$440.00

Payee	Amount	Type
Peetz Koerwitz & Lafleur	$207.00	Accounts Payable

Description	Issue Date	Amount
		$207.00
		$207.00

Payee	Amount	Type

Percussion Source/West Music	$565.75	Accounts Payable
Description	**Issue Date**	**Amount**
1 drum set/HS band instrument & sup.	06/02/2025	$565.75
		$565.75
Payee	**Amount**	**Type**
Perry Law Firm	$749.60	Accounts Payable
Description	**Issue Date**	**Amount**
		$749.60
		$749.60
Payee	**Amount**	**Type**
Plunkett's/Varment Guard	$261.20	Accounts Payable
Description	**Issue Date**	**Amount**
		$261.20
		$261.20
Payee	**Amount**	**Type**
PowerSchool Group, LLC	$6,715.59	Accounts Payable
Description	**Issue Date**	**Amount**
		$6,715.59
		$6,715.59
Payee	**Amount**	**Type**
Providence Medical Center	$1,752.50	Accounts Payable
Description	**Issue Date**	**Amount**
		$1,162.50
		$590.00
		$1,752.50
Payee	**Amount**	**Type**
Rasmussen Mechanical Services	$3,373.44	Accounts Payable
Description	**Issue Date**	**Amount**
		$1,406.44
		$1,967.00
		$3,373.44
Payee	**Amount**	**Type**
Rasmussen, Toni	$81.20	Accounts Payable
Description	**Issue Date**	**Amount**
		$81.20
		$81.20
Payee	**Amount**	**Type**

Riddell All American Sports Corp.	$4,345.30	Accounts Payable
Description	**Issue Date**	**Amount**
HS FB helmet reconditioning/athl. repair	05/28/2025	$3,821.50
JH FB helmet reconditioning/athl. repair	05/28/2025	$523.80
		$4,345.30

Payee	**Amount**	**Type**
S.D. 17 Activity Fund	$750.00	Accounts Payable
Description	**Issue Date**	**Amount**
		$675.00
		$50.00
		$25.00
		$750.00

Payee	**Amount**	**Type**
S.D. 17 Lunch Fund	$92.00	Accounts Payable
Description	**Issue Date**	**Amount**
		$92.00
		$92.00

Payee	**Amount**	**Type**
School Health Corporation	$20.76	Accounts Payable
Description	**Issue Date**	**Amount**
coop order/ES t. sup.	05/29/2025	$20.76
		$20.76

Payee	**Amount**	**Type**
School Specialty, LLC	$90.73	Accounts Payable
Description	**Issue Date**	**Amount**
roll paper-JH/HS t. sup.	06/05/2025	$60.49
roll paper-JH/HS t. sup.	06/05/2025	$30.24
		$90.73

Payee	**Amount**	**Type**
Security Shredding Services	$40.00	Accounts Payable
Description	**Issue Date**	**Amount**
		$40.00
		$40.00

Payee	**Amount**	**Type**
TownePlace Suites Lincoln North	$3,870.00	Accounts Payable
Description	**Issue Date**	**Amount**
		$3,870.00
		$3,870.00

Payee	**Amount**	**Type**
U.S. Bank	$5,843.59	Accounts Payable
Description	**Issue Date**	**Amount**
		$96.05
		$13.34
		$52.00
		$150.00
		$1,701.50
		$1,992.80
		$150.00
		$192.51
		$435.00
		$694.00
		$32.87
		$18.52
		$315.00
		$5,843.59
Payee	**Amount**	**Type**
US Cellular	$83.98	Accounts Payable
Description	**Issue Date**	**Amount**
		$83.98
		$83.98
Payee	**Amount**	**Type**
Waste Connections of Nebraska Inc.	$747.68	Accounts Payable
Description	**Issue Date**	**Amount**
		$747.68
		$747.68
Payee	**Amount**	**Type**
Wayne Herald	$3,244.76	Accounts Payable
Description	**Issue Date**	**Amount**
		$3,244.76
		$3,244.76
Payee	**Amount**	**Type**
William V. MacGill & Co.	$233.90	Accounts Payable
Description	**Issue Date**	**Amount**
supplies, nurse - for ELC	05/28/2025	$233.90
		$233.90
Payee	**Amount**	**Type**

Wragge, David G	$211.69	Accounts Payable
Description	**Issue Date**	**Amount**
		$211.69
		$211.69

Payee	**Amount**	**Type**
Cash-Wa Distributing	$11,763.90	Accounts Payable
Description	**Issue Date**	**Amount**
supply, SN		$1,117.97
food, SN		$10,645.93
		$11,763.90

Payee	**Amount**	**Type**
DBA Kemps - LeMars	$6,459.15	Accounts Payable
Description	**Issue Date**	**Amount**
food, SN		$6,459.15
		$6,459.15

Payee	**Amount**	**Type**
Earthgrains Baking Companies, Inc.	$640.55	Accounts Payable
Description	**Issue Date**	**Amount**
food, SN		$640.55
		$640.55

Payee	**Amount**	**Type**
Major Refrigeration Co., Inc.	$497.40	Accounts Payable
Description	**Issue Date**	**Amount**
service call on 2-door freezer/rep. & maint., SN		$497.40
		$497.40

Payee	**Amount**	**Type**
Pac 'n' Save	$37.28	Accounts Payable
Description	**Issue Date**	**Amount**
food, SN		$37.28
		$37.28

Payee	**Amount**	**Type**
Sysco	$16,597.35	Accounts Payable
Description	**Issue Date**	**Amount**
supply, SN		$751.90
food, SN		$15,845.45
		$16,597.35

Payee	**Amount**	**Type**

UNL - Pierce County Extension	$310.00	Accounts Payable
Description	**Issue Date**	**Amount**
ServSafe reg. (C. Betchel, T. Brudigan)/dues & fees, SN		$310.00
		$310.00

Payee	**Amount**	**Type**
US Foods	$2,751.06	Accounts Payable
Description	**Issue Date**	**Amount**
food, SN		$2,751.06
		$2,751.06

Payee	**Amount**	**Type**
Vestis	$558.28	Accounts Payable
Description	**Issue Date**	**Amount**
April '25 linen service/supply, SN		$558.28
		$558.28

Payee	**Amount**	**Type**
Wayne County Farm Bureau	$6,023.53	Accounts Payable
Description	**Issue Date**	**Amount**
beef/food, SN		$6,023.53
		$6,023.53

Payee	**Amount**	**Type**
Danielle Peekenschneider	$100.00	Accounts Payable
Description	**Issue Date**	**Amount**
refund on student meal account		$100.00
		$100.00

Payee	**Amount**	**Type**
Erin Palu	$19.80	Accounts Payable
Description	**Issue Date**	**Amount**
refund on student meal account		$19.80
		$19.80

Payee	**Amount**	**Type**
Francis Kantai	$15.10	Accounts Payable
Description	**Issue Date**	**Amount**
refund on student meal account		$15.10
		$15.10

Payee	**Amount**	**Type**
Katie Frye	$12.25	Accounts Payable
Description	**Issue Date**	**Amount**

refund on student meal account		$12.25
		$12.25
Payee	**Amount**	**Type**
Mindy Heithold	$22.35	Accounts Payable
Description	**Issue Date**	**Amount**
refund on student meal account		$22.35
		$22.35
Payee	**Amount**	**Type**
Peg Schaffer	$36.60	Accounts Payable
Description	**Issue Date**	**Amount**
refund on student meal account		$36.60
		$36.60
Payee	**Amount**	**Type**
Traci Foote	$19.20	Accounts Payable
Description	**Issue Date**	**Amount**
refund on student meal account		$19.20
		$19.20
Payee	**Amount**	**Type**
Verlin Hanson	$21.80	Accounts Payable
Description	**Issue Date**	**Amount**
refund on student meal account		$21.80
		$21.80
		$813,581.60

Students

Anti-Bullying Policy

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

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

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

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

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

Date of Adoption: August 14, 2017

Bullying InvestigationCheck List

Date: _____ **Person Completing:** _____

The following questions/tasks should be reviewed/completed during an investigation into allegations of all types of bullying. Some items may not be applicable based on individual event circumstances. Please check each item indicating it was completed, addressed or not applicable during the investigation phase.

Section 1	Yes	No	N/A
Parents			
Notification at time of incident to parent of target/victim			
Notification at time of incident reported to parent of alleged perpetrator			
Followup contact with parent of target/victim within two school days			
Followup contact with parent of alleged perpetrator within two school days			
Notification to parents of active bystander(s) of their child's involvement			
Additional contacts with parents of all parties involved (Detail dates, times, and content of all conversations in discipline/investigative reports)			
Notes			

Section 2	Yes	No	N/A
Evidence – Electronic, Written, Images			
Pictures or video recordings related to incident(s) available and/or reviewed			
Writings or drawings related to incident(s) available and/or reviewed			
Parent/guardian has notes, recordings, or other documentation			
Physical injuries, bruises, or marks observed (Photograph if appropriate)			
Statements from witness, victim(s), perpetrator (Note any adult witnesses to statements/interviews)			
Notes			

Section 3	Yes	No	N/A
Observations & Key Questions			
Evidence that actions of the alleged perpetrator were intentional			
Evidence, statements or observations supporting this was not a one time occurrence			
Evidence or statements supporting the alleged perpetrator has some level of physical, emotional or pyschological control over the victim/target			
Actions of the alleged perpetrator violate the Student Code of Conduct			
Evidence/statements support an **impact** on learning for one or more students			
Evidence/statements support an **impact** on safety and/or climate affecting one or more students			
Prior school attended contacted and previous type behaviors/discipline found to have occurred			
Determination if law violation has occurred and if so, notifications to appropriate agency			
Notes			

Section 4	Yes	No	N/A
Interventions During Investigation			
Teachers of victim/target and/or alleged perpetrator notified			
Supervision plans or assignments adjusted			
Student daily schedule altered, adjusted or changed			
No Contact Agreement initiated between victim/target and perpetrator			
Scheduled periodiac contacts with victim/target and/or alleged perpetrator			
Unscheduled contacts with victim/target and/or alleged perpetrator initiated			
Alleged perpetrator remains out of school during investigation			
Alternate transportation arrangments made for victim/target and/or perpetrator			
Notes			

Section 5	Yes	No	N/A
Investigation Conclusion			
Elements for classification of bullying present			
Student(s) formally disciplined for Code of Conduct Violation			
District or state required reports prepared and submitted			
Parent/Guardian of Victim/Target notified of conclusion			
Parent/Guardian of alleged perpetrator notified of conclusion			
Long term intervention plan developed for Victim/Target and shared or prepared in conjunction with parent/guardian			
Long term intervention plan developed for perpetrator and shared or prepared in conjunction with parent/guardian			
Staff with a "Need to Know" made aware of conclusion			
Additional adjustments in school prevention/intervention/response strategies made based on facts of investigated incident			
Notes			

Students

Student Fees Policy

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

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

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

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

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

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

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

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

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

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

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

(v) Parking. Students may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

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

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

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

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

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

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

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

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

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

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

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

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

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

CERTIFICATION

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

_____
Superintendent or Other Authorized School Official

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

Date of Adoption: July 13, 2020

APPLICATION FOR FEE WAIVER AND SHARING INFORMATION CONSENT WAYNE COMMUNITY SCHOOLS

FEE WAIVER REQUEST

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

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

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

Student Name: _____ Student Number: _____

Activity or Course: _____

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

_____
_____
_____

Activity or Course: _____

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

_____
_____
_____

Activity or Course: _____

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

_____
_____
_____

Parent/Guardian Signature: _____ Date: _____
Principal/Designee Signature: _____ Date: _____

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

SHARING INFORMATION CONSENT

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

- ☐ No! I **DO NOT** want information from my Application for Free or Reduced Meals share for purposes of the fee waiver program.

- ☐ Yes! I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Child's Name:_____ School:_____

Student Identification Number: _____

Printed Name:_____

Address:_____

Parent/Guardian Signature:_____ Date:_____

For more information, you may call your school Principal.

Original to Superintendent

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

Students

School Wellness Policy

A mission of Wayne Community Schools ("District") is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

1. District Wellness Committee

Committee Role and Membership

The District will convene a representative District Wellness Committee ("DWC") or work within an existing school health committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

Leadership

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District's website.

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent's office and/or on the District's computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District's schools are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to [a] the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs

change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

3. Nutrition

School Meals

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs. The District may also operate additional nutrition-related programs and activities. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;

- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
  - Sliced or cut fruit is available daily.
  - Daily fruit options are displayed in a location in the line of sight and reach of students.
  - All available vegetable options have been given creative or descriptive names.
  - Daily vegetable options are bundled into all grab-and-go meals available to students.
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
  - White milk is placed in front of other beverages in all coolers.
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
  - Student artwork is displayed in the service and/or dining areas.
  - Daily announcements are used to promote and market menu options.

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks. The

Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. Celebrations and parties. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The District will make available to parents and teachers a list of healthy fundraising ideas or comparable resources.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and

- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.

Nutrition Education

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education

The District will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake

- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement)

decisions should reflect the applicable marketing guidelines established by the District wellness policy.

4. Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the District is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the District will be encouraged to participate in *Let's Move!* Active Schools (www.letsmoveschools.org), or comparable program, in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment. The District will provide teachers and other school staff with a list of ideas or resources for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "*Essential Physical Activity Topics in Health Education*" subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All elementary students in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

The District's physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

Essential Physical Activity Topics in Health Education

Health education will be required in all elementary grades and the District will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 of the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

Recess (Elementary)

All elementary schools will offer at least 20 minutes of recess on all days during the school year. Exceptions may be made as appropriate, such as on early dismissal or late arrival days. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather and other conditions make it feasible for outdoor play.

In the event that recess must be held indoors, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Classroom Physical Activity Breaks (Elementary and Secondary)

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The District will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through the USDA and the Alliance for a Healthier Generation.

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs and physical activity in aftercare, intramurals or interscholastic sports.

Active Transport

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by requiring that its schools engage in six or more of the activities below, to be selected by each school administration; including but not limited to:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week and National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper

- Use crossing guards
- Use crosswalks on streets leading to schools
- Use walking school buses
- Document the number of children walking and or biking to and from school
- Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

5. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Community Partnerships

The District will develop, enhance, or continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (e.g., email or displaying notices on the District's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

Staff Wellness and Health Promotion

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Professional Learning

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

Glossary

School Campus: areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day: the time between midnight the night before to 30 minutes after the end of the instructional day.

Triennial – recurring every three years.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. section 1758b; 7 CFR sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

Date of Adoption: June 12, 2017

Students

Homeless Students

A. General Policy Statement

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

B. Definitions

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

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

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

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

C. School Stability

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

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

2. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.

3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

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

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;

2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and

3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

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

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

2. Receive appropriate time and training in order to carry out the duties required by law and this policy;

3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;

4. Ensure that homeless children and youths:

   a. Are enrolled in school which includes attending classes and participating fully in school activities;

   b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;

   c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.

   d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.

5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.

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

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

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

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

Date of Adoption: August 14, 2017

Instruction

Parental/Community Involvement in Schools

~~[Name] Public~~ Wayne Community Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.

2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker ~~-~~will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the ~~parent's~~ child, other students, and the educational staff.

3. Parents, guardians, and educational decisionmakers ~~-~~are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the ~~parent's~~ objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardian, or educational decisionmaker ~~-~~the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, ~~or~~ guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

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

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

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

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

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

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

Date of Adoption: ~~[Insert Date]~~ June 12, 2017

Date of Revision: June 9, 2025

Wayne Community Schools
Wayne, Nebraska
August, 2025

Dear Student and Parent or Guardian:

Nebraska State Law requires that each school district develop rules and regulations regarding Student Conduct, Students' Rights and Responsibilities, Harassment Policy, Student Fees Policy, and Student's Rights and Responsibilities in Extracurricular Activities, and distribute copies to students and parents. The attached rules and regulations are in effect for the 2025-2026 school year. The entire Jr./Sr. High handbook has been shared with students/parents online. This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Wayne Jr./Sr. High School. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a "contract". The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. We request that you return the Acknowledgment Sheet for our files. If you have any questions regarding the attached material or the shared online handbook, please feel free to contact a building administrator.

Mr. Russ Plager, H.S. Principal & Mr. David Wragge, Jr. High Principal

* * * * * * * * * * * * * * * * * *

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

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

Live more than four (4) miles from school: Yes _____ No _____

Escuelas Comunitarias de Wayne
Wayne, Nebraska
Agosto, 2025

Estimado Estudiante y Padre o Tutor:

La Ley Estatal de Nebraska requiere que cada distrito escolar desarrolle reglas y regulaciones con respecto a Conducta del Estudiante, Derechos y Responsabilidades del Estudiante, Política de Acoso, Política de Tarifas del Estudiante y Derechos y Responsabilidades del Estudiante en Actividades Extracurriculares, y distribuya copias a los estudiantes y padres. Las reglas y regulaciones adjuntas están vigentes para el año escolar 2025-2026. Todo el manual ha sido compartido con estudiantes y padres en línea Este manual está destinado a ser utilizado por los estudiantes, los padres' y el personal como una guía de las reglas, regulaciones e información general sobre Wayne Jr./Sr. Escuela secundaria. Aunque la información que se encuentra en este manual es detallada y específica sobre muchos temas, el manual no pretende abarcar todo para cubrir cada situación y circunstancia que pueda surgir durante cualquier día escolar o año escolar. Este manual no crea un "contrato". La administración se reserva el derecho de tomar decisiones y hacer revisiones a las reglas en cualquier momento para implementar el programa educativo y asegurar el bienestar de todos los estudiantes. Le solicitamos que devuelva la hoja de admitir de recibo, para nuestros archivos. Si tiene alguna pregunta sobre el material adjunto, no dude en ponerse en contacto con un administrador del edificio

Mr. Russ Plager, H.S. Principal & Mr. David Wragge, Jr. High Principal

* * * * * * * * * * * * * * * * * * *

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

Padre/Tutor: _____

Firma del Estudiante: _____

Fecha: _____

A mas de cuatro (4) millas de la escuela: Si _____ No _____

Lunch Hour Driving

Grades 7-9

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

Grades 10-12

With permission from parents, students in grades 10-12 will have an open campus over the noon hour. If you, as a parent or guardian, agree to the following stipulations, please sign and date below. I (parent name) _____ do agree to let my son/daughter leave the campus by driving or walking to go to a location of their choosing over the lunch period. I understand that only four students may ride together, and I am willing to let my son/daughter ride with or drive with another student. I realize that keeping this privilege is dependent on good student behavior, good leadership, safety, and appropriate use of the privilege. I also understand that this privilege may be revoked by administration at any time.

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

_____

Parent/Guardian Signature Date License Plate #

_____

Student Signature Date

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

Manejar fuera en la hora de almuerzo

Grados 7-9

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

Grados 10-11

Con el permiso de los padres, los estudiantes en los grados 10-12 tendrán un campus abierto durante la hora del mediodía. Si usted, como padre o tutor, está de acuerdo con las siguientes estipulaciones, firme y ponga la fecha a continuación. Yo (nombre de padre)_____ estoy de acuerdo en dejar que mi hijo / hija salga del campus conduciendo o caminando para ir a un lugar de su elección durante el período de almuerzo. Entiendo que solo cuatro estudiantes pueden viajar juntos, y estoy dispuesto a dejar que mi hijo / hija viaje con otro estudiante o conducir con él. Me doy cuenta de que mantener este privilegio depende del buen comportamiento del estudiante, el buen liderazgo, la seguridad y el uso apropiado del privilegio. También entiendo que este privilegio puede ser revocado por la administración en cualquier momento.

Si NO desea que su hijo / hija tenga un campus abierto, NO firme a continuación. Si se deja en blanco, el campus se cerrará para su hijo / hija.

_____

Firma de Padre/Guardian Fecha el número de placa

_____

Firma del Estudiante Fecha

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

EMERGENCY INFORMATION – 2025-2026

Student Name (print) _____ Circle One: Male Female

Student Cell Phone: _____

Address: _____ City: _____ Zip: _____

Date of Birth ____/____/____ Grade Student will be in 2025-2026: _____

Primary Contact/Relationship: _____

Home Address: _____ Phone: _____(H)

Phone: _____(W) Phone: _____(Cell)

E-Mail Address: _____

Emergency Contact 1: _____ Relationship: _____

Home Address: _____ Phone: _____(H)

Phone: _____(W) Phone: _____(Cell)

Emergency Contact 2: _____ Relationship: _____

Phone: _____(H) Phone: _____(W/Cell)

List any allergies or special conditions you may have: _____
_____

Medications or other information an emergency responder, coach or sponsor should be aware of: _____
Date of Last Tetanus: _____ Blood Type: _____
Do you wear glasses or contacts? (Circle which one or _____ No)
Hospitals and doctors want to make sure appropriate treatment is given to athletes. It is recommended that they have information from the front and back of insurance cards to assist them in providing cost effective and appropriate care.

Student's Physician: _____ Phone: _____
Student's Dentist: _____ Phone: _____
Name of Insurance Company: _____
Policy Number: _____
Name & ID# of Card Holder: _____
**If you do not carry insurance, please request either an envelope to purchase sport insurance or an insurance waiver from the school.

Date: _____ X_____
(Signature of Parent/Guardian)

INFORMACIÓN DE EMERGENCIA – 2025-2026

Nombre del Estudiante _____ Curcule uno: Masculino Femenina

Numero de Celular del Estudiante: _____

Direccion: _____ Cuidad: _____ Codigo: _____

Fecha de Nacimiento____/____/____ Grado en 2025-2026_____

Contacto Principal/Relacion: _____

Direccion de Casa: _____ Telefono: _____(Casa)

Telefono: _____(T) Telefono: _____(Cel)

Correo Electronico: _____

Contacto/Emergencia 1: _____ Relacion: _____

Direccion: _____ Tele: _____(C)

Dia: _____(T) Tele.: _____(Cel)

Contacto/Emergencia 2: _____ Relacion: _____

Tele.: _____(C) Tele.: _____(T/Cell)

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

_____

Medicamentos u otra informacion que un respondedor de emergencia, entrenador o patrocinador debe tener en cuenta: _____
Fecha de la ultima vacuna de tetanos: _____ Tipo de sangre: _____
Usas lentes o lentes de contacto? (Circula cual o _____ No)
Los hospitales y los médicos quieren asegurarse de que se brinde el tratamiento adecuado a los atletas. Se recomienda que tengan información del anverso y reverso de las tarjetas de seguro para ayudarlas a proporcionar una atención effectiva y apropiada.
Medico del Estudiante: _____ Telefono: _____
Dentista del Estudiante: _____ Telefono: _____
Nombre de la compañía de seguro: _____
Numero de poliza: _____
Nombre y numero del titular de la targeta: _____

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

Fecha: _____ X_____
(Firma de Padre/Guardian)

Wayne Jr./Sr. High School "Student Pledge" for Chromebook Use

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

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

Student Name (Please Print): _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Parent Name (Please Print): _____

Parent Signature: _____ **Date:** _____

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

Wayne Jr./Sr. High School "Compromiso de Alumno" Para el Uso del Chromebook

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

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

Nombre del Estudiante: _____ **Grado:** _____

Firma del Estudiante: _____ **Fecha:** _____

Nombre de Padres: _____

Firma de Padres: _____ **Fecha:** _____

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

Digital Equity Survey

Name: _____ **Grade:** _____

Question		**Internet Access 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 Type in Residence**
What is the primary type of internet service used at the residence?		Residential Broadband (DSL, Cable)
		Cellular Network
		School Provided HotSpot
		Satellite
		Dial-up
		Other
		None
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
		Personal - Shared
		School Provided – Dedicated
		School Provided – Shared
		None
Question		**Digital Device**
What device does this student most often use to complete online learning at home?		Desktop/Laptop
		Tablet
		Chromebook
		SmartPhone
		None
		Other

Date: _____ **Parent Signature:** _____

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
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 aprendizaje en línea en casa?		Computadora de escritorio / computadora portátil
		Tableta
		Chromebook
		Teléfono inteligente
		Ninguno
		Otro

Fecha: _____ **Firma del padre:** _____

x

Sharing Information with Other Programs – Optional

Dear Parent/Guardian:
To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify.
For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

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

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

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

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

☐ Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application for the purpose of waiving membership dues for FFA, FCCLA, or other organization (please list).

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

Child’s Name: _____ School: _____

Child’s Name: _____ School: _____

Child’s Name: _____ School: _____

Child’s Name: _____ School: _____

Signature of Parent/Guardian: _____
Date: _____
Printed Name: _____
Address: _____

For more information, you may call the school office at 402-375-3150. Please return this form to: Wayne Community Schools, 611 West Seventh Street, Wayne, NE 68787 by September 1.

Compartir información con otros programas – Opcional

Estimado Padre / Tutor:
Para ahorrarle tiempo y esfuerzo, la información que proporcionó en su Solicitud de Comidas Escolares Gratuitas o de Precio Reducido se puede compartir con otros programas para los cuales su hijoa pueda calificar.
Para los siguientes programas, debemos tener su permiso para compartir su información. Enviar de esta forma no cambiará si sus hijos reciben comidas gratis oa precio reducido.

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

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

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

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

☐ ¡Sí! QUIERO que los oficiales de la escuela compartan información de mi Solicitud de Comidas Escolares Gratis o de Precio Reducido con el propósito de eximir las cuotas de membresía de FFA, FCCLA u otra organización (por favor, haga una lista).

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

Nombre de estudiante: _____ Escuela: _____

Nombre de estudiante: _____ Escuela: _____

Nombre de estudiante: _____ Escuela: _____

Nombre de estudiante: _____ Escuela: _____

Firma de Padre/Guardian: _____
Fecha: _____ Nombre impreso: _____
Direccion: _____

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

WAYNE JR./SR. HIGH SCHOOL
LEARNING FOR LIFE

PARENT AUTHORIZATION – PUBLICITY 2025-2026

Publicity, including articles in newspapers, magazines, social media (Twitter & Facebook) and photographic slides can be of great benefit in enlisting support to extend special services to students. Any pictures taken of this student will be under the supervision of the teacher or administrator of the school and the use of such pictures determined and designated by them.

____I hereby agree that _____ may be photographed for publicity.
(Name of Student)

____ No publicity for _____(Name of Student).

_____
Parent/Guardian Signature / Relationship to Student

_____
Address / City / Zip

_____
Date

AUTORIZACION de PADRES Para el Uso de PUBLICIDAD

Publicidad es un término que incluye artículos en los periódicos, revistas, medios de comunicación social (Twitter y Facebook) y fotografías puede ser de gran beneficio cuando pedimos apoyo para dar ciertos servicios a los estudiantes. Cualquier fotografía que es tomada del estudiante está bajo la supervisión del maestro o del administrador de la escuela y el uso de estas fotografías es determinado y designados por ellos.

___Estoy de acuerdo que mi hijo/a _____ pueda ser fotografiado/a para uso de publicidad. (Nombre del estudiante)

___NO publicidad para _____ (Nombre del estudiante)

_____
Firma del Padre / Guardián Relacion al Estudiante

_____
(Dirección / Ciudad / Código Postal)

_____
Fecha

STUDENT-PARENT HANDBOOK OF WAYNE JR/SR HIGH SCHOOL 2025-2026

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Principals' Message

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

Welcome to the 2025-2026 school year. We are excited and honored to serve as the principals of Wayne Jr./Sr. High School! All teachers and staff are excited to start a new year, and we are ready to continue the process of creating exceptional and effective learning opportunities while creating numerous memories. Together, with your support, input, and cooperation, we can offer the best possible programs and opportunities.

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

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

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

Sincerely,

Mr. Russ Plager, Sr. High School Principal
Mr. David Wragge, Jr. High School Principal

Wayne Jr./Sr. School Student-Parent Handbook
2025-2026 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
Jaime Manz, Vice President	jamanz1@waynebluedevils.org
Deb Daum, Secretary/Treasurer	dedaum1@waynebluedevils.org
Brent Pick	brpick1@waynebluedevils.org
Sylvia Ruhl	syruhl1@waynebluedevils.org
Justin Davis	judavis1@waynebluedevils.org
Lynn Junck	lyjunck1@waynebluedevils.org

Section 3 Administrative Staff

Name	Position	School	Contact Information
Mark Lenihan	Superintendent		malenih1@waynebluedevils.org (402) 375-3150
Russ Plager	Principal	Wayne High	ruplage1@waynebluedevils.org 402) 375-3150
David Wragge	Principal/Activities Director	Wayne Jr. High	dawragg1@waynebluedevils.org (402) 375-3150
Misty Beair	Special Education Director	Early Learning Center	mibeair1@waynebluedevils.org (402) 833-1450

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

Name	Department
Jilliane Allemann	Science
Tracy Anderson	Vocal Music
Morgan Barner	Math
Terry Beair	Physical Education
Jeanne Brink	Science
Birkly Brummond	Social Sciences
Anthony Cantrell	Industrial Technology
Michelle Claussen	Mental Health
Molly D'Agosta	ELL
Jacob Daum	Special Education
Diana Davis	Business Education
Christa Dutcher	Spanish
Michaela Fehringer	Math/English
Lauren Gilliland	Math
Maggie Gubbels	Special Education
Jewel Harpham	School Counselor
Kara Heithold	Speech Therapist
Adam Hoffman	Math
Amy Jackson	Art
Josh Johnson	Social Sciences
Derek Jueden	Industrial Technology
Rachel Kerby	School Psychologist
Kiley Koch	Business/Spanish
Grace Longe	English
Paige Milliken	ELL
Kristine Muir	English
McKenna Nelson	Math/English
Julie Osnes	Library/Media
Tyler Prauner	Social Sciences
Toni Rasmussen	Ag Education/FFA
Morgan Reynolds	Math
Kelsey Schroeder	Special Education
Terran Sievers	Science
Vicki Smith	Science
Dwaine Spieker	English
Alina Surber	Family & Consumer Science
Rob Sweetland	Physical Education
Jason Trautman	English
Alex Wieland	Instrumental Music
Abby Wragge	Nurse

Section 5 Support Staff

Name	Position
Deb Daum	Superintendent Assistant
Pam Anderson	High School Assistant
Wendy Heikes	Junior High/Athletic Assistant
TBA	School Counselor Assistant
Darian Stoltenberg	Business Manager
Diane Peters	Assistant Bookkeeper
Teresa Tiedtke	Food Service Manager
Ben Promes	Technology Director
Jordan Widner	Director of Maintenance

Section 6 School Calendar

See 2025-2026 School year calendar printed on the back cover.

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

District Expectations

BE RESPONSIBLE/ BE PREPARED	• **Be on time** • **Be ready to learn** • **Have assignments complete and ready to hand in** • **Have needed tools – pencils, colors, etc.**
BE RESPECTFUL	• **To self** • **To others** • **To property**
BE SAFE/DO THE RIGHT THING	• **Enter room quietly and get right to work** • **Follow instructions the first time** • **Complete work** • **Listen, participate, and cooperate** • **Keep hands, feet, and materials to self** • **Take responsibility for your own learning and actions**

Character Traits

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

K-12 Rights and Responsibilities

The Rights

of the Students are to:

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

of the Staff Members are to:

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

The Responsibilities

of the Administration are to:

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

of the Teaching Staff are to:

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

of the Students are to:

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

of the Parents /Guardians are to:

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

of the Community are to:

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

Article 1 – Mission and Goals

Section 1 School Mission/Vision Statement

The Mission of Wayne Community Schools – "Wayne Community Schools is committed to the success of all students and the development of independent lifelong learners."

The Vision of Wayne Community Schools - "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

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 insure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

Section 3 Mutual Respect

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

Section 4 Complaint Procedures

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

1. <u>Complaint procedure</u>

Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.

Step 2. Address the concern to the principal if the matter is not resolved at Step 1.

Step 3. Address the concern to the superintendent if the matter is not resolved at Step 2.

Step 4. Address the concern to the board of education if the matter is not resolved at Step 3.

2. <u>Conditions Applicable to All Levels of Complaint Procedure</u>

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

Article 2 – School Day

Section 1 Daily Schedule – Jr/Sr High School
Regular school hours are 8:00 a.m. to 4:00 p.m. with students attending classes from 8:04 a.m. to 3:35 p.m.

See back cover for Regular and Advisory Bell Schedules - Appendix pages M-N.

Section 2 Severe Weather and School Cancellations
The superintendent may close public schools in case of severe weather. Representatives of the superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

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

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

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

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

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

Section 3 Open-Closed Campus
All students are required to remain on campus during the school day, with the exception of 10th-12th grade who are allowed to leave campus during lunch with written parent permission.

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

Grades 10-12: In order to drive or walk off campus during the lunch period, a student must have parental/guardian and administrative permission. The student may walk or drive to a location of their choosing over the lunch period. If permission is given, the student must get a permit from the office. There can only be up to four students in a vehicle. **If a student has a learner, school, or provisional operator's permit, you must follow Nebraska State Law to determine if passengers are allowed in the vehicle.** Any student abusing the privilege will lose it and/or be subject to disciplinary actions. Students that choose to walk must be within 5 blocks of the school. When students return to school, they must report to the cafeteria. Loitering in the parking lot and roaming the halls may be subject to disciplinary action.

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Section 4 School Meals

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

The USDA Policy 94-77 state: "Under Federal law, there is no requirement that children paying the reduced or full price be given credit which permits them to charge the price of meals when they don't have money with them to pay." As a courtesy, Wayne Community Schools will continue 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 http://schools.waynene.org, press the Technology button on the left side. Once there, press the Lunch Program button on the site.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400
Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Section 5 Supervision Responsibility Before/After School

Arrival at School/Dismissal from School

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

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention, etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.** Certain days on the calendar are "shortened days," meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Signing a Child In and Out of School

If a child is being signed out by a parent or guardian, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

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 at the end of the day, unless they are participating in an extracurricular activity, or under direct supervision of a teacher or administrator.

Emergency Closing Procedures

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

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

Section 6 Emergency Evacuation Lockout and Lockdown

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

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

General Emergency Information:

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

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

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

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

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

In Case of Emergency
Please DO NOT call the school!
Listen to local radio and check social media for information: KTCH
Facebook: www.facebook.com/Wayne-Community-Schools
Twitter: Wayne Blue Devils@WayneSchools

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

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

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

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

Thank you for your cooperation in this!

Article 3 – Use of Building and Grounds

Section 1 Visitors

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

Section 2 Smoke-Free Environment

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

Section 3 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

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

Section 4 Lockers/Book Bags

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

Book bags are to be used to carry books and school supplies to and from school. Book bags will be permitted in classrooms only by teacher permission. Book bags should never be stored on the floor outside a classroom, in front of a locker or in the lunch room during lunch hours.

Section 5 Searches of Lockers and Other Types of Searches

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.

3. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.

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

Section 6 Video Surveillance

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

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

Section 7 Use of Telephone

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

Section 8 Recording of Others

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

Section 9 Bicycles

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

Section 10 Student Valuables

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

Section 11 Lost and Found

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

Section 12 Accidents
Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the principal.

Section 13 Laboratory Safety Glasses
As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 14 Insurance
Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier.

Section 15 Bulletins and Announcements
Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 16 Copyright and Fair Use Policy
It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

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

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

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

Section 17 Behavioral Points of Contact

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

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. The district will maintain an accurate record of student attendance.

Section 2 Attendance and Absences

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

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

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

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

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

Tardy to Class. Students have a sufficient time period between classes to make it to their

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

Consequence for Tardy.

a. 1st tardy – Warning
b. 2nd tardy – Seminar – fill out seminar sheet/parent email or phone call from teacher
c. 3rd tardy – Seminar – fill out seminar sheet/parent phone call from teacher
d. 4th tardy – Office Referral
e. **Every three tardies counts as an absence.**

Consequence for Skipping Seminar.

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

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

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

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

Leaving School or Class. Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Consequences for Leaving School or Skipping Class: 1st Offense – Make up hours; 2nd Offense – Parent Meeting; 3rd Offense – Office Referral

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

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

Section 3 Absence Procedures

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

Section 4 Make-up Work
Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher.

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

Section 5 Attendance is Required to Participate in Activities
All extracurricular participants must be in attendance at school the immediate ½ day school is in session prior to the contest or practice (exceptions may be made for extenuating circumstances, such as doctor/dentist appointments, funerals, or family emergencies). Before school practices require a student's attendance immediately following the before school practice. A student failing to report to classes following a before school practice will incur an unexcused absence. All participants must be in school during the a.m. following a weeknight activity to attend practice that day. Students who miss on Friday afternoon may be eligible for Saturday extracurricular activities.

Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A “school activity” includes athletic contests, practices and dances. Failure to attend will result in a student being withheld from participation in the activity.

Section 6 Truancy
A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of truancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

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

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

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.

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

Reporting Habitual Truancy. Students who accumulate twenty (20) excused/unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the principal shall file a report with the county attorney of the county in which such person resides. Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

Article 5 – Scholastic Achievement

Section 1 Grading System

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

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

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

Section 2 Graduation Requirements

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

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

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

English	40 semester hours
Social Sciences	30 semester hours
Science	30 semester hours
Math	30 semester hours
P.E. and Health	10 semester hours
Fine Arts	10 semester hours
Computer Science & Technology	5 semester hours
Personal Finance	5 semester hours
Electives	65 semester hours
Total	225 Semester Hours

Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (10) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to compete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

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

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

Section 3 Promotion and Retention

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

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

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

Failing Class Protocol – If students fail a class, it is our standard procedure for students to retake the failed class in person the falling school year. Exceptions can be made for students on 504s, IEP, or at the principal's discretion to regain credits via online.

Section 4 Schedule Changes/Course Withdrawals

This is done first semester within the first week of classes. Second semester changes are made during the two weeks prior to the start of second semester. Students needing schedule changes should notify the principal. Schedule changes must be initiated by the teachers involved, the principal or counselor, and the student's parent. Final approval of all schedule changes will be made by the principal only. All students will be offered one study hall. Principal approval is required to add an additional study hall.

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

Section 5 Interim Reports

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

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

Section 6 Report Cards

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

Section 7 Parent-Teacher Conferences

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

Section 8 Honor Roll

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

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

Honor Roll purposes, but they are calculated to determine GPA. All grades, with the exception of Flags and Driver's Education, are calculated in the GPA.

Section 9 Determining Valedictorian and Salutatorian

Valedictorian will be the senior who has the highest cumulative class percentage. If two students are tied for Valedictorian, their highest ACT scores shall be used to break the tie. If there is a tie for Valedictorian, there will be no Salutatorian. If a tie exists for Salutatorian, the student's highest ACT scores will be used to break the tie.

Section 10 National Honor Society

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

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

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

Section 11 Academic Integrity

A. Policy Statement

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

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

B. Definitions

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

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

Cheating includes, but is not limited to:

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

(1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
(3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
(4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):
(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
(4) Failure to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.

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

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

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

C. Sanctions

The following sanctions will occur for academic integrity offenses:

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

D. Artificial Intelligence (Board Policy 6288)

Impermissible Uses of Artificial Intelligence in School Assignments: Unless otherwise permitted by this Policy, students may not use artificial intelligence or related platforms to assist or complete any assignment, project, test, or other

school-related task. The impermissible use of artificial intelligence may subject the student to discipline in accordance with the District's plagiarism policy and academic dishonesty rules.

Section 12 College Classes (High School Only)

A student who has completed 110 semester hours of high school work (50% required for graduation) may apply for admission to certain Wayne State College classes. Admission should not interfere with the requirements for high school graduation, and the student must be enrolled for no less than 20 hours per semester. College classes may not be taken in lieu of any requirements for graduation from high school. High school credit cannot be awarded to a student for completion of college course work. Students enrolling in college classes should register for more than one class or register for a lab class to allow for daily attendance. All fees for college courses are at student expense. Federal financial aid is not available prior to high school graduation. Information regarding application for admission, which college classes are open to high school students, tuition fees, testing procedures, etc., are available in the guidance office.

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?

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

Students Who May Benefit

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

How are Students With Disabilities Identified?

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

Child Find

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

The Board assumes the responsibility to assure that handicapped children are identified, evaluated and verified, and are provided or contracted for program services for all resident handicapped children who benefit from such programs. If you have a child or know of a child which may require special education please contact Misty Beair, Special Education 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 activity, included but not limited to learning. the school district has specific responsibilities under Section 504, including the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If you believe your child may qualify for services under Section 504 please contact your building principal."

Section 3 School Counseling Services

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

Section 4 Health Services

Student Illnesses

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

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

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

Guidelines for Administering Medication

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

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to no more than a 30 day supply.

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

1. For the safety of all children, 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. Prescription 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 any occasionally used medication at school.
5. In the case of a medication that the student takes on a regular basis, further documentation is required by the state and can be obtained through the school nurse. This documentation must be renewed annually.

School Health Screening

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

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical 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 2024-2025 School Year

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

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

The School Rules & Regulations are available on the internet: http://dhhs.ne.gov/Pages/reg_t173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) Updated 01/26/2018

Birth Certificate Requirements

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

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

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

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts. The Academy of Pediatrics no longer considers head lice as a health issue or a reason to exclude children from school.

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

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

Section 5 Transportation Services

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

Behavior on School Buses

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

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

A. Rules for Getting On and Off the Bus

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

4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

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

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

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

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

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

Section 2 Education and Prevention

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

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

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention

program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

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

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

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

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

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

Disciplinary Sanctions

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

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

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

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

Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules
These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

Section 2 Forms of Student Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

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

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

   The following process will apply to short-term suspensions:
   a. The principal or the principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
   b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student

will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.

c. Within 24 hours or such additional time as is reasonably necessary, but not more than 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.

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

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

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (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. Pursuant to the Nebraska Student Discipline Act, a notice will be given to the student and the parents/guardian when the principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

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

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or

school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

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

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

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

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

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

8. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in

misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.

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

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

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

2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

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

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

Students that have two or more classes below seventy percent will be required to stay after school in a study hall from 2:00-3:00 p.m. every Wednesday we have a 2:00 p.m. dismissal. This report will be run on Tuesday morning to determine if they need to stay for study hall. The principal will use his discretion when needed to determine if this intervention is needed.

1. Consequence for Skipping After School Study Hall:
   a. 1st Offense-Make-up The Study Hall (One Hour)
   b. 2nd Offense-Make-up Two Days of Study Hall (One Hour)
   c. 3rd Offense-Office Referral

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. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;

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

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one (1) calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January

1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The superintendent may modify such one (1) year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

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

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

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

carries lewd, indecent, or vulgar double meaning.

g. Clothing or jewelry that is gang related.

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

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

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

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

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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. Cell Phones/Personal Electronic Devices

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

and regulations governing student use of cell phones and personal electronic devices, and procedures to address student misuse of their cell phone and personal electronic devices.

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

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

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

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

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

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

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

Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in

these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

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

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

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

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

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

   "Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited.

Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

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

7. Initiations, Hazing, Secret Clubs and Outside Organizations

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

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

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

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

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

8. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school

activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

a. 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.

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

a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
c. Students are expected to bring all books and necessary materials to class. This includes study halls.
d. Assignments for all classes are due as assigned by the teacher.
e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
g. Students are to be in their seats and ready for class on the tardy bell.
h. Special classes such as Industrial Technology, 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.

10. Network, E-Mail, Internet and Other Computer Use Rules:
    a. General Rules:
        (1) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
        (2) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such

utilization.

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

(4) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(5) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

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

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

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

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

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

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

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

(7) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(8) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

(9) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
(10) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
(11) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

c. Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

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

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

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

11. Risks of Social Networking:
The purpose of this message is to give our students information about the risks of using social networking sites.

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

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

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

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

We urge all students to 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 – Extracurricular Activities - Rights, Conduct, Rules and Regulations

Section 1 Extracurricular Activity Philosophy

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

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

Safety

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

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 2 Extracurricular Activity Code of Conduct

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

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

Scope of the Code of Conduct

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

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FFA, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities. A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct. The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

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

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

A. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
B. Use of violence, force, coercion, threat, intimidation, bullying, harassment or

similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.

C. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.

D. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.

E. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.

F. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.

G. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

H. Public indecency.

I. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.

J. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.

K. Repeated violation of any of the school rules.

L. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

M. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.

N. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would

interpret as advocating illegal drug use.

O. Willfully violating the behavioral expectations for those students riding Wayne Community School buses or vehicles used for activity purposes.

P. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.

Q. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.

R. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.

S. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.

T. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

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

This Code of Conduct, and all school, coach, and sponsor level codes of conduct for extracurricular activities, are to be interpreted in accordance with free speech rights. Using social media sites, even while not on school grounds or at a school activity, to engage in conduct or speech that constitutes bullying, harassment, threats, advocates or depicts illegal activity (e.g., illegal drug use, alcohol use, or sexual activity), or causes a substantial disruption to school activities (or is reasonably forecast to create a substantial disruption) may result in discipline, including suspension or removal from the team or the activity, subject to free speech rights. These activities are to be reported to school administration. Consequences will be determined by coaches, sponsors and/or administration.

Drug and Alcohol Violations

Meaning of Terms

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

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

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

A. Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and

B. Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a

reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

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

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

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

Drugs~~, and~~ Alcohol~~, Tobacco, and Criminal Violations~~
An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

A. First Violation:
   1. Non-self-reported – 30 calendar days or 3 NSAA events. The more severe of the options will be enforced. Non-NSAA activities shall miss the next 30 calendar days of school activities.
   2. Self-reported (within 48 hours of incident) - 21 calendar days or 3 NSAA events. The more severe of the two options will be enforced. Non-seasonal activities shall miss the next 21 calendar days of school activities.

B. Second Offense:
   1. Non-self-reported – 60 calendar days or 6 NSAA events. The more severe of the two options will be enforced. Non-NSAA activities shall miss the next 60 calendar days of school activities.
   2. Self-reported (within 48 hours of incident) – 42 calendar days or 6 NSAA events. The more severe of the two options will be enforced. Non-NSAA activities shall miss the next 42 calendar days of school activities.
      a. Successful completion of a treatment program at the expense of the student's family the consequence is 40 calendar days.

C. Third Offense
   1. Non-self-reported – One full calendar year to date.
   2. Self-reported (within 48 hours of incident) – six calendar months to date and successful completion of a treatment program at the expense of the student's family.

D. Fourth Offense
   1. Remainder of high school career.

Reduction for Participation in Chemical Dependency Program: The program must be administered by a certified alcohol and drug abuse counselor and be approved by the

school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

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

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

A. First Violation: 45 consecutive days.
B. Second or Any Subsequent Offense: One calendar year.

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

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

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

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

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

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

A. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.

B. When a student is convicted of a criminal offense. Conviction includes, without limitation, a conviction, a plea of no contest and an adjudication of delinquency by a juvenile court.
C. When a student admits to violating one of the standards of the Code of Conduct.
D. When a student is accused by school personnel of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
E. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

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

A. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
B. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
    1. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
    2. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
C. Notice Letter. Within two (2) school days (two (2) business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The student and parents or guardian will be informed of the opportunity to request a hearing.
D. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent by sending a written request to the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
    1. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
    2. The request for a hearing must be received by the Superintendent's office within five (5) days of receipt of the notice letter.
    3. If a hearing is requested:
        a. The hearing will be held within ten (10) calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
        b. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
        c. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days (ten (10) calendar days if school is not in

session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.

d. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

E. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.

F. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

A. Attend school regularly. Students who have "excessive absences" as determined under the Activities Director and the attendance policy are ineligible to participate in extracurricular activity contests or performances.

B. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.

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

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

Eligibility criteria for part-time students is governed by Policy 5004, NSAA bylaws, and state law.

Section 4 Academic Standards

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

A. Be enrolled in at least 20 credit hours in the semester of participation at Wayne Jr/Sr High School.

B. A student who is not performing at **70% in three or more** classes at weekly reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until they meet the criteria.

C. Academic requirements do not apply to: (A) Instructional field trips which are a part of the scheduled course learning experience; or (B) Activities or events which are part of the student's grade requirements.

D. Exempt/home school students only: Wayne Jr/Sr High will follow the NSAA bylaw 2.5.1: Exempt or home school student from authorized Rule 13 schools must be continuously enrolled in a minimum of ten (10) credit hours of instruction per semester at the school of the student represents in interscholastic competition.

Eligibility criteria for part-time students is governed by Policy 5004, NSAA bylaws, and state law.

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

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

Section 5 Extracurricular Activities

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

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

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

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

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

Spanish Club
Membership is open to any student enrolled in a Spanish class, or to any student who has previously taken Spanish. The purpose of this club is to develop further interest in the Spanish languages and culture.

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

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

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

Student Council
The Student Council provides an important communications link between the student body and the administration of the school. Membership on the Council is composed of students

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

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

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

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

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

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

The National FFA Organization
is an intracurricular student organization for those interested in agriculture and leadership. It is one of the three components of agriculture education - FFA, classroom/lab instruction, and Supervised Agriculture Experience (SAE). The letters FFA stand for Future Farmers of

America, but in 1988 it was changed to The National FFA Organization in order to reflect the diversity and new opportunities available in agriculture. FFA is not only for those in production agriculture, but welcomes members who aspire to become doctors, teachers, scientists, business owners, and more. FFA members compete, gain skills, learn more about opportunities in agriculture, communicate their ideas, and expand their professional network. FFA is open to students 9-12 and members must be enrolled in at least one semester of ag class in order to be an FFA member.

Section 6 "Team Selection" and "Playing Time"

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

A. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

B. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 7 School Dances

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

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

A. Who Can Attend: Only students of Wayne Community Schools and their guests may attend.
   1. Students currently attending Wayne High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Wayne High School or their own school are generally considered appropriate dates or invited guests.
   2. Persons who are younger than 16 or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
   3. Some school dances may be restricted to students attending specified grade levels at Wayne Community Schools. For any dances at the middle school level, only students attending Wayne Community Schools in the grade(s) for which the dance is being held may attend.
   4. Students who have been suspended from school or from extracurricular activities may not attend.
   5. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
   6. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form

provided.

7. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

B. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco (including electronic nicotine delivery systems) are prohibited. Anyone using prohibited substances or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

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

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

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

A. Achievement, Citizenship and Conduct Qualifications:

1. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
2. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
3. The student must have a cumulative grade average of a B or its equivalent.
4. The student must not have had excessive violations of school policies and procedures during their high school career.
5. The student may not, within 24 months of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco (including electronic nicotine delivery systems); (ii) driving law violation in which the penalty is a loss of four (4) points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.

B. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected ("Royalty Candidate Eligibility and Selection Committee"). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.

C. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student's eligibility for the honor of being nominated for or awarded dance royalty.

D. Specific Dance Eligibility and Selection Requirements:

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

Section 8 Relationships Between Parents and Coaches/Sponsors

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

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

Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.

- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two (2) different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Communicating with the Coach

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally and physically
  - Ways to help your child improve
  - Concerns about your child's behavior

Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.

- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

Section 9 Good Sportsmanship—Behavior Expectations of Spectators

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

Responsibilities of Spectators Attending
Interscholastic Athletics and Other Extracurricular Activities

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

Section 10 Student Fees Policy

The Board of Education of Wayne Community Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to 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.

A. 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.

B. Personal or consumable items & miscellaneous

1. Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
2. Courses
    (a) 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.
    (b) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
    (c) 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.
    (d) 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.

(e) Parking. Students may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

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

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

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

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

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

copies to be provided without charge to the extent required by federal or state laws or regulations.

H. 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.

I. 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.

J. 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.

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

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination
The Wayne Community Schools does not discriminate on the basis of sex, disability, race (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, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators
Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Russ Plager, High School Principal
Title IX	Discrimination or harassment based on sex; gender equity	Misty Beair, 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	Misty Beair, Special Education Director
Homeless student laws	Children who are homeless	Misty Beair, Special Education Director
Safe and Drug Free Schools and Communities	Safe and drug free schools	Russ Plager, Elementary Principal

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

Section 3 Anti-discrimination & Harassment Policy
Elimination of Discrimination. The Wayne Community Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

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

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (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, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (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, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

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

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

Sexual harassment may exist when:

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

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

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

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

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

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

The supervisor, teacher or the superintendent will promptly and thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective

action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 Multicultural Policy

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

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

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

A. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
B. Have the school district advise you of your rights under federal law.
C. Receive notice with respect to identification, evaluation or placement of your child.
D. Have your child receive a free appropriate public education.
E. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
F. 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.
G. 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.
H. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
I. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
J. 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.)
K. 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:

A. 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.

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

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

C. 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.

D. 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:

~~Kathleen Styles,~~ 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:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and

• Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

1. Student's Name, address, telephone listing number, and the name, address, telephone ~~listings (if not unlisted)~~ number, 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; and
9. Student's photograph; ~~and.~~
10. ~~School or school district the student attended before he or she enrolled in [Name] Public Schools.~~

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing. ~~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 weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information. The District may disclose information about former students without meeting the conditions in this section.~~

Notice Concerning Designation of Law Enforcement Unit:

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

Section 7 Military Recruiters

The district will provide military recruiters with access to routine directory information of each high school student, unless the student's parent or guardian requests in writing that

their student's information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the district will provide a military recruiter with the student's routine directory information.

Section 8 Notice to Parents of Students in Programs Receiving Title I Funding

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

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

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

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

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

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

A. be involved in the education of their children; and
B. be active participants in assisting their children to—
   1. attain English proficiency;
   2. achieve at high levels within a well-rounded education; and
   3. meet the challenging State academic standards expected of all students.

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

Please contact the administrative office to receive the foregoing information.

Section 9 Student Privacy Protection Policy

It is the policy of Wayne Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The district's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the district) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The district will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the district will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the district is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the district will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the district will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The district will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of

securing such tests and assessments, and the subsequent analysis and public release of the aggregate date from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the district is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The district provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the district at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The district will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the district is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the district is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the district will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

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

Section 10 Parental Involvement

A. General - Parental/Community Involvement in Schools:
Wayne Community Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the district's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases,

parental permission must be given before the survey is administered.

10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

Section 11 Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the district's policy and practice to ensure that homeless children are not stigmatized or segregated by the district on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with the Nebraska Commissioner of Education and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the district's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the district shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

A. 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;

B. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;

C. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The district shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the district shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The district may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the district, and the homeless child continues to live in the district, transportation to and from the school of origin shall be provided by the district; and (2) if the homeless child lives in a school other than the district, but continues to attend the Wayne Community Schools based on it being the school of origin, the new school and Wayne Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Section 12 Pregnant and Parenting Students

Wayne Community Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory

attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.
Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work
The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation
The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

Child Care
If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

Privacy and Confidentiality
Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law. Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

Other Accommodations
Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment
Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Policy Dissemination
This policy will be available at the beginning of each school year on the district's website

and will be incorporated into the student handbook.

Section 13 Business Operations

Meal Charge Policy

As a courtesy, Wayne Community Schools will continue 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.

APPENDIX
(Following)

Wayne High School
Senior Privilege - Open Periods
Program Application

The senior privilege open periods will apply only to seniors who are on schedule to graduate within eight semesters (225 credit hours, including all required classes).

No special courses will be scheduled or arranged to enable students to participate in the release program.

The following criteria and activity limitations govern those who participate in the senior privilege open periods:

1. Participation in this opportunity is a privilege and any student may be removed based on disciplinary actions at the discretion of the administration.
2. The student must be in the position to graduate without complications as determined by the guidance counselor.
3. The senior release application must be signed by the student, approved by the parent/guardian and given final approval by the principal based on parental approval and credit verification.
4. Students are only allowed one (1) senior privilege period. They must get principal permission to add more than one senior privilege period.
5. Classes taken must be connected with transition to/from school (beginning of day, lunch, end of day).
6. When classes are over (or before they begin), students must not be on school grounds, unless they have permission from a teacher, counselor, or administrator.
7. To be eligible for a NSAA sport or a NSAA sponsored activity, the student must be enrolled and attend four new classes each semester.
8. If at any point in the semester a student is failing a class, they will be **required to attend** Wayne High School all day, until they raise their grade(s) to passing and have reviewed their educational plan with the administrator.
9. If at any point in the semester a student has 5 or more unexcused absences or 5 or more unexcused tardies, they will be **required to attend** Wayne High School all day.
10. The student is responsible for reading the student announcements, checking their school email, and checking the guidance website for information about what is going on with activities, seminars, and school, including scholarships.

This sheet must be completed and returned to the counselor's office by May 15th. If not turned in on time, you will be enrolled for periods 1-8.

_____	_____
Student Name (please print)	Date of Application
_____	_____
Student Signature	Primary Phone
_____	_____
Parent Signature	Date

**** I have read and understand the requirements for senior privileges status at Wayne.****

FOREIGN STUDY Wayne High School
Guidelines and Requirements

Wayne High School students who are considering study in a foreign country are required to meet the following:

A. Be enrolled in a certified foreign study program as recommended by the Council on Standards for International Education and Travel (C.S.I.E.T.)

B. Before beginning the enrollment process, the student should contact the building principal. Should the student plan on returning to Wayne High following their foreign study, the Nebraska School Activities Association must be contacted and forms filed by the activities director to determine eligibility status for further interscholastic competition. Student age along with intent and purpose of the foreign study are factors in determining eligibility.

C. Students will be required to enroll in all grade levels required courses while studying in a foreign country. Wayne High may accept required course credit from the foreign school provided the curriculum content is comparable. This must be documented by official transcript, course description, instructor narrative and any other specific means of determining course content.

D. Grades accumulated during the foreign study period will be calculated into the student's grade point average when and if they return to Wayne High School. This is provided the foreign grading system can be interpreted and properly converted to allow for inclusion into the calculation of grade point average. Pass/Fail grades will not be included in the calculations.

E. For purposes of completing graduation requirements, calculating G.P.A. and class rank, Wayne High School will accept the course work completed, while an exchange student in the same manner it would for any student that transfers to Wayne High School from another accredited school. Students who return from foreign study in the year of their graduation and who meet all requirements will be allowed to graduate with their class.

F. College course work is not acceptable as high school credit to meet graduation requirements. Wayne High School will accept credit earned through correspondence or extension study, provided the course has been approved by the principal in advance, and the credit earned is through an accredited institution.

Criteria for Early Entrance
Into High School
Academic Program(s)

A. Annual maintenance of a 96th percentile rank or higher on a standardized achievement test. The comprehensive score or individual subtest scores for reading, science, language, social studies or math may be used. If a subtest score is used to determine eligibility, the subtest must relate to the special program to which the student is being assigned.

B. Recommendation of principal, teacher, receiving teacher, counselor, and parent.

C. Demonstrated excellence in previous class work through grades and/or grade point average.

D. Staff members who work in the program shall be chosen on the basis of their interest, ability, and special training in the area.

E. Students should be nominated for early entrance only if they display a sincere desire to participate.

F. Students may be removed from the early entrance program upon: (1) student/ parent request; (2) consistent inability to maintain standards of achievement of successful completion of class work; (3) inability to maintain annual 96th percentile ranking on a standardized achievement test; (4) recommendation of all parties concerned.

G. An attempt should be made to schedule the student in both 8th grade and 9 th grade classes concurrently since two completely different programs are offered (earth science and IPS).

H. Credit for completion of all high school course work will be noted on a student transcript and be computed to assist the student toward graduation. This credit will also be computed and become part of the student's high school grade point average.

ADMINISTRATIVE REGULATION

Admittance – Home School Educated Students

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

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

Thirty (30) Days

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

1. A statement to school officials, of the receiving school (superintendent/principal), containing the name(s) and age(s) of all children requesting admittance and the name(s) of parents or guardian(s) containing assurances of access to enrollment, attendance, health and psychological records.

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

3. In order to verify information submitted in Section 004, Rule 13, Nebraska Department of Education, the receiving school (Wayne Public Schools), may deem it necessary to conduct achievement testing. School officials will contact the parent/guardian and a test(s), a time, and a procedure shall be mutually designated and established. Should the testing be requested from a source outside the receiving school, cost for such testing shall be borne by the parents/guardians of the exempt/home school student(s).

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

5. Credit may be awarded for completions of extension courses at accredited institutions such as UN-L. Supervision of this coursework shall have been by an accredited staff member of the extension division awarding credits. Transcripts and/or test scores must be submitted by the extension division of the accrediting institution, following completion of all coursework. All information then should be made available to the receiving school. Not more than 10 credit hours or 1 Carnegie unit per subject area will be accepted or transferred. This shall be inclusive of extension and home/exempt school studies.

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

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

Eligibility for Athletic Participation

B. The following shall apply in determining the eligibility for a student who has previously attended a home school, and becomes a student at a Nebraska School Activities Association (NSAA) high school.

1. The home school, which the student previously attended, must have received acknowledgment from the Nebraska State Department of Education that the school conformed to the required statutes.

2. The student must be accepted by the member and placed in a grade level that will classify the individual as a student.

3. If the student enters a member school as a 10th, 11th, or 12th grade student, he/she shall have received, or be granted, twenty semester hours of credit for the immediate preceding semester. The twenty semester hours of credit must be accepted and entered on the records of the students as partial fulfillment of the school's graduation requirements.

4. Students who were enrolled in grades 9, 10, 11 or 12 at a home school and who transfer to a member high school, shall be credited with the number of semesters of high school membership in which they were a member of the home school. These students shall not exceed eight semesters of school membership beginning with the initial enrollment in grade 9 or the equivalent of grade 9.

5. Students transferring from a home school to a member high school must meet the requirements of Article 1-R, Section 5, NSAA Bylaws, participation requirements. (See NSAA Yearbook)

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of Wayne Community Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the district's computer network, the district shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the district staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the superintendent and the superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The superintendent or the superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The district shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.

7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The district shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the superintendent or designee in writing if they do not want their child to have access. The superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.
3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

1. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
2. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.
3. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
4. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
    a. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
    b. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
    c. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.

d. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
e. Users shall not copy, change, or transfer any software without permission from the network administrators.
f. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
g. Users shall not engage in any form of vandalism of the technology resources.
h. Users shall follow the generally accepted rules of network etiquette. The superintendent or designees may further define such rules.

5. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
   a. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
   b. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
   c. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
   d. to engage in or promote violations of student conduct rules.
   e. to engage in illegal activity, such as gambling.
   f. in a manner contrary to copyright laws.
   g. in a manner contrary to software licenses.

Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the superintendent. An authorized staff member may override the technology protection measure that blocks

and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the superintendent and the superintendent's designees.

Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Attending School Events/

Medical Treatment/Publicity

Your son or daughter may attend school sponsored activities at various locations during his/her attendance at Wayne Jr./Sr. High School. Your child is still under school supervision but neither the school district nor those in charge shall be held responsible in case of an accident.

In the event an accident or injury does occur, the attending physician will proceed with any medical or minor surgical treatment, x-ray examinations and immunizations for your child.

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

Parents are obligated to pay for professional medical and/or related services; the school shall not be liable for payment of such services.

Administration, staff, coaches, trainers, and physicians will use their own judgment in securing medical aid and ambulance service in case the parents cannot be reached.

Your student may have their pictures taken and those pictures may be included in newspapers, magazines and photographic slides, can be of great benefit in enlisting support to extend special services to students. Any pictures taken of this student will be under the supervision of the teacher or administrator of the school and the use of such pictures determined and designated by them.

If you disagree with any of the above items, please contact the office for a form to fill out to opt out of the above items.

Asistir a Eventos Escolares/

Tratamiento Médico / Publicidad

Su hijo o hija puede asistir a actividades patrocinadas por la escuela en varios lugares durante su asistencia a Escuela secundaria de Wayne Jr./Sr High. Su hijo/a todavía está bajo supervisión escolar, pero ni el distrito escolar ni los encargados serán responsables en caso de accidente.

En caso de que ocurra un accidente o lesión, el médico tratante procederá con cualquier tratamiento médico o quirúrgico menor, exámenes de rayos X e inmunizaciones para su hijo/a.

La administración, el personal, el entrenador del equipo aplicarán el tratamiento de primeros auxilios hasta que se pueda contactar a un médico. En caso de enfermedad grave, la necesidad de una cirugía mayor o una lesión accidental significativa, el médico tratante intentará comunicarse con los padres de la manera más rápida posible. Si dicho médico no puede comunicarse con el padre, se le dará el tratamiento necesario para el mejor interés del estudiante.

Los padres están obligados a pagar por servicios médicos profesionales y / o relacionados; La escuela no será responsable del pago de dichos servicios.

La administración, el personal, los entrenadores y los médicos usarán su propio criterio para garantizar la asistencia médica y el servicio de ambulancia en caso de que no se pueda contactar a los padres.

Puede que a su estudiante se le tomen fotos y esas fotos pueden incluirse en periódicos, revistas y diapositivas fotográficas, pueden ser de gran beneficio para obtener apoyo para extender servicios especiales a los estudiantes. Cualquier fotografía que se tome de este estudiante estará bajo la supervisión del maestro o administrador de la escuela y el uso de dichas fotografías será determinado y designado por ellos.

Si no está de acuerdo con alguno de los artículos anteriores, comuníquese con la oficina para obtener un formulario que debe completar para optar por no recibirlos.

Pep Rally Schedule

8:00 First Bell

1st Period	**8:04 - 8:50**
2nd Period	**8:53 - 9:39**
3rd Period	**9:42 - 10:28**
4th Period	**10:31 - 11:17**

Senior High - 5th Period	**11:20 - 12:40**
	1st Lunch - 11:17 - 11:47
	5th Class - 11:50 - 12:40
	2nd Lunch - 12:10 - 12:40
	5th Class - 11:20 - 12:10
Junior High - 5th Period	**11:20 - 12:40**
	5th Class - 11:20 - 11:37
	Lunch - 11:37 - 12:07
	5th Class - 12:10 - 12:40

6th Period	**12:43 - 1:29**
7th Period	**1:32 - 2:18**
8th Period	**2:21 - 3:07**
Pep Rally	**3:10 - 3:35**

2:00 Dismissal + Advisory

8:00 First Bell

1st Period	**8:05 - 8:40**
2nd Period	**8:43 - 9:18**
3rd Period	**9:21 - 9:56**
4th Period	**9:59 - 10:34**
Advisory Period	**10:37 - 10:55**

Senior High - 5th Period	**10:58 - 11:33**
6th Period	**11:36 - 12:41**
	1st Lunch 11:33 - 12:03
	Class - 12:06 - 12:44
	2nd Lunch 12:14 - 12:44
	Class - 11:36 - 12:14
Junior High - 5th Period	**10:58 - 12:06**
	Lunch - 10:55 - 11:25
	Class - 11:28 - 12:03
6th Period	**12:06 - 12:44**

7th Period	**12:47 - 1:22**
8th Period	**1:25 - 2:00**

Schedule for 10:00 Start

10:00 First Bell

1st Period	**10:04 – 10:37**
2nd Period	**10:40 – 11:13**
3rd Period	**11:16 – 11:49**

Senior High - 4th Period **11:52 – 1:09**

1st Lunch - 11:49 - 12:19
Class 12:22 - 1:09

2nd Lunch - 12:38-1:09
Class 11:52 - 12:38

Junior High - 4th Period **11:52 - 12:25**

Class - 11:52 - 12:10
Lunch - 12:10 - 12:40
Class - 12:43 - 1:09

5th Period	**1:12 – 1:46**
6th Period	**1:49 – 2:23**
7th Period	**2:26 – 2:59**
8th Period	**3:02 – 3:35**

1:00 pm DISMISSAL

8:00 (First Bell)

1 **8:05 - 8:33 - 27 min**

2 **8:36 - 9:04 - 28 min**

3 **9:07 - 9:35 - 28 min**

4 **9:38 - 10:05 – 27 min**

5 **10:08 - 10:36 – 28 min**

6 **10:39 – 11:07– 28min**

7 **11:10 - 12:27**

7 & 8 **11:10-11:28 – 7th period**
11:28-11:58 – Lunch
12:01-12:27 – 7th Period

9-12 **1st Lunch – 11:07-11:37**
2nd Lunch – 11:57-12:27

8 **12:30 - 1:00 – 30 min**

STUDENT - PARENT HANDBOOK OF WAYNE ELEMENTARY 2025-2026

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Wayne Community Schools Student-Parent Handbook
2025-2026 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
Brent Pick	brpick1@waynebluedevils.org 402-375-3150
Sylvia Ruhl	syruhl1@waynebluedevils.org 402-375-3150
Justin Davis	judavis1@waynebluedevils.org 402-375-3150
Lynn Junck	lyjunk1@waynebluedevils.org 402-375-3150

Section 3 Administrative Staff

Name	Position	School	Contact Information
Mark Lenihan	Superintendent	All District	malenih1@waynebluedevils.org 402-375-3150
Andi Diediker	Principal	Elementary School (3-6)	andiedi1@waynebluedevils.org 402-375-3854
Misty Beair	Special Education Director	All District	mibeair1@waynebluedevils.org 402-833-1450

Section 4 Teaching Staff

Wayne Elementary School

Name	Department	Grades
Carlie Anderson	Special Education	2-4
Kim Anderson	Counselor	K-5
Jack Belt	Language Arts, Math	Sixth Grade
Nichelle Daum	Special Education	5-6
Jean Dorcey	Title	K-6
Staci Foote	Language Arts, Math, Science, Social Studies	Third Grade
Maggie Gubbels	Behavior Specialist	PK-12
Kara Heithold	Speech Therapist	PK-12
Lora Heithold	Heartland Counseling	K-6
Micaela Hight	Language Arts, Math, Science, Social Studies	Third Grade
Kim Hix	Language Arts, Math, Science, Social Studies	Fourth Grade
Ashley Hoffman	Title	K-6
Rachel Kerby	School Psychologist	PK-12
Paige Kinnaman	Language Arts, Math	Fifth Grade
Christiana Koeppe	General Music/Band	K-6
Jessica McPhillips	Language Arts, Science	Fifth Grade
Susan Metzler	Language Arts, Math, Science, Social Studies	Fourth Grade
Paige Milliken	EL	K-12

Sarah Oltjenbruns	Media Specialist	K-6
Annette Phipps	Language Arts, Science	Sixth Grade
Ben Promes	Technology Director	PK-12
Rylee Shaw	Art and P.E	K-6 Art and 2-6 P.E.
Emily Sims	Language Arts, Math, Science, Social Studies	Third Grade
Tiyah Spaans	Counselor	6-8
Winter Stewart	Language Arts, Math, Science, Social Studies	Fourth Grade
Phylis Trenhaile	Language Arts, Social Studies	Fifth Grade
Rylee Wagner	Language Arts, Social Studies	Sixth Grade
Carrie Wendte	EL	K-6
Alex Wieland	Band	5-6
Carrie Williamson	Language Arts, Math, Science, Social Studies	Fourth Grade
Abby Wragge	Nurse	PK-12

Section 5 Support Staff

Name	Building	Position
Deb Daum	Jr./Sr. High	Superintendent Assistant
Kurt Daum	All Buildings	Grounds
Morgan Paulson	Elementary	Administrative Assistant
Diane Peters	Jr./Sr. High	Assistant Bookkeeper
Ben Promes	Jr./Sr. High	Technology Director
Dennis Raulston	All Buildings	Grounds
Cindy Sherman	Elementary	Administrative Assistant
Darian Stoltenberg	Jr./Sr. High	Business Manager
Teresa Tiedtke	Jr./Sr. High	Food Service Manager
Jordan Widner	All Buildings	Director of Maintenance

Section 6 School Calendar

See 2025-2026 School year calendar attached here to as Appendix A.

Article 1 – Mission and Goals

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

Wayne Community Schools' Mission Statement

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

Wayne Community Schools' Vision Statement

Learning for Life, Every Student, Every Day

Wayne Community Schools' Value Statement

Wayne Community Schools values…

W – Working in Partnerships
C – Committing/Commitment to Excellences
S – Success in Life

District Expectations

Be Responsible/Be Prepared
Be Respectful
Be Safe/Do The Right Thing

Character Traits

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

Section 2 Goals and Objectives

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

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

statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.

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

Section 3 Mutual Respect

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

Section 4 Complaint Procedures

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

1. <u>Complaint procedure</u>

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

2. <u>Conditions Applicable to All Levels of Complaint Procedure</u>

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

Section 5 K-12 Rights and Responsibilities

The Rights

of the Students are to:

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

of the Staff Members are to:

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

The Responsibilities

of the Administration are to:

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

of the Teaching Staff are to:

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

of the Students are to:

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

of the Parents /Guardians are to:

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

of the Community are to:

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

Article 2 – School Day

Section 1 Daily Schedule – Elementary
The office is open from 7:30 am to 4:30 pm. Supervision will be available starting at 7:30 am. The students will attend classes from 8:00 am to 3:20 pm.

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

Section 3 Severe Weather and School Cancellations

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

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

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

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

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

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

Section 4 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

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

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

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

Signing a Child In and Out of School

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

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

Supervision at Dismissal

Parents or guardians of children in grades 3 to 6, where the child does not use district-provided

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

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

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

Emergency Closing Procedures

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

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

Section 5 Messages/Deliveries

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

Section 6 Recess

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

3rd-4th Grade: 30 minutes (2 recess times)
5th-6th Grade: 15 minutes (1 recess)

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

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

Wind Chill and Temperature

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

50 – and up

- Clothing Guidelines: Regular dress code applies

36 – 49 degrees

- Clothing Guidelines: Pants and jacket or hooded sweatshirt

0 – 35 degrees

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

0 degrees & below

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

Playing in the Snow

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

Section 8 School Meals

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

correct lunch count if you plan on eating with your child.

Meal prices are set annually before the school year begins. Meal prices will be posted in the school newsletter, on the monthly menu, on the school website, and in The Wayne Herald newspaper. Milk may be purchased separately to drink with a sack lunch. **Food or drinks from outside school during school lunch hours (11:00 a.m. - 1:00 p.m.) are not allowed in the building.** ***Students with a negative balance are not allowed to buy ala carte items.*** "Under Federal law, there is no requirement that children paying the reduced or full price be given credit which permits them to charge the price of meals when they don't have money with them to pay." Families will be sent a statement by mail (every Wednesday) when their balance reaches **negative** $10 or more. A call from the school office will be made when an account reaches **negative** $25.00.

Families using the meal program may access their account information online. You can check your account balance at any time, and view two weeks worth of meal purchases for your family members. To get your login and password, please contact your school. To access the site, please go to the Wayne Community Schools website www.wayneschools.org, press the District button on the left side and then press Lunch Account Information. This will take you to WordWare to check your account balance and make payments online.

Section 9 Birthdays

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

Section 10 Assemblies

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

Section 11 Instrumental Music

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

Section 12 Nuisance Items

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

Section 13 Change of Information

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

Section 14 Emergency Evacuation Lockout and Lockdown
Tornado, earthquake, and fire drills are conducted according to the requirements of state law. Procedures are posted in each classroom. Tampering with fire safety equipment or deliberately setting off fire alarm equipment is a serious offense. Such an act is grounds for suspension or expulsion and may be accompanied by a complaint filed with the State Fire Marshal.

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

In Case of Emergency

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

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

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

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

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

In Case of Emergency:
Please DO NOT call the school!
Listen to local radio and check social media for information:

KTCH
FaceBook: www.facebook.com/Wayne-Community-Schools
Twitter: Wayne Blue Devils@WayneSchools

To Prepare for an Emergency

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

Student Release:

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

Guidance for Parents:

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

Guidance for Parents Involving Child Pick-up:

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

Thank you for your cooperation in this!

Article 3 – Use of Building and Grounds

Section 1 Visitors

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

Section 2 Smoke-Free Environment

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

Section 3 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item. The lost book replacement fee will be the cost of the same book.

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

Section 4 Lockers

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

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

Section 5 Searches of Lockers and Other Types of Searches

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

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

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

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

2. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.

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

Section 6 Video Surveillance

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

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

Section 7 Recording of Others

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

Section 8 Use of Telephone

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. There is a courtesy phone available for student use in the office. Use of the phone is not an excuse to be tardy to class. Students may not use cell phones during class time. A student who violates this rule may be required to turn their phone into the office or lose phone privileges for an extended period of time.

Section 9 Bicycles
Bicycles must be parked in the racks provided. All bicycles should be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 10 Student Valuables
Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 11 Lost and Found
Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Periodically throughout the year, all lost and found items will be taken to Micah's closet.

Section 12 Accidents
Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

Section 13 Laboratory Safety Glasses
As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 14 Insurance
Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Section 15 Bulletins and Announcements
Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 16 Copyright and Fair Use Policy
It is the school's policy to follow the federal copyright law. Students are reminded that, when

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

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

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

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

Section 17 Behavioral Points of Contact

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

Section 18 Grounds/Parking/Pick Up/Drop Off

Grounds/Parking

All traffic laws of the state apply to the operation of motor vehicles on the school grounds including the prohibition of passing a school bus loading or unloading pupils. Extreme care must be taken to prevent accidents. The school assumes no liability for damage, loss, or theft from vehicles.

East side is for parents/guardians to bring and pick up students. West side is for busses and the City Van to transport children.

Parents

1. Drive vehicles slowly, safely, and watch for children at all times.
2. Park only in designated areas. Do NOT park on crosswalks.
3. Keep bus areas (west side of school) clear from other traffic.

4. Model patience for your children.

Student Drop Off

Student drop off is on the east side of the school. Please travel south on Douglas St. and drop off your student on the east side of the building. This is a one way street that will be monitored by the staff and police. Please do not travel east down 4th street to get to the east side of the building. Fourth street is where teachers park before the school day. We do not want parents dropping off their children in this busy area due to safety concerns. In addition, when dropping off your student, please park as far south on Douglas St. as far as possible to allow multiple parents to drop off their children. Please do not drop your student off on the west side of the building. This request is made due to buses traveling on this street to drop off students.

Student Pick Up

Student pick up is on the east side of the school. The following pick up procedures for each grade will help us make dismissal safe and timely. Our goal is to dismiss students in a manner that reduces instructional distractions, minimizes congestion in the commons area, and allows the staff to systematically get your students home safely. Please do not enter the building before 3:20 p.m. unless you need to communicate with school personnel. This will help us avoid distractions at the end of the day, and it will keep the congestion in the commons area to a minimum.

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

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

Siblings Meeting Spot

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

Bus/Van/Rainbow/Kid's Club

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

Article 4 – Attendance

Section 1 Attendance Policy

Attendance Policy and Excessive Absenteeism

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

attendance. The District will maintain an accurate record of student attendance.

Section 2 Attendance and Absences

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

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

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

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

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

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

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

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.
3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age. Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements

and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

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

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

   When a student continues thereafter to have absences of at least fifteen days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:
   (a) The physical, mental, or behavioral health of the child.
   (b) Educational counseling;
   (c) Referral to community agencies for economic services;
   (d) Family or individual counseling; and
   (e) Assisting the family in working with other community services.

   If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.
6. Reporting Excessive Absenteeism to the County Attorney.
   The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness (including physical or mental illness)

that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

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

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

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

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

Section 3 Absence Procedures

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

Section 4 Make-up Work

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

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

Section 5 Attendance is Required to Participate in Activities

Full-time students must attend school all day the day of any scheduled school activity in order to participate in the activity. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A "school activity" This includes athletic contests, clubs, concerts, and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Section 6 Truancy

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

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

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

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

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be

or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such a person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Article 5 – Scholastic Achievement

Section 1 Promotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

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

Section 2 Interim Reports

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

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

Section 3 Report Cards

Report cards are issued at the end of each quarter for grades 3 through 6. Grades 4, 5, and 6 will receive mid-term reports.

Section 4 Parent-Teacher Conferences

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

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?

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

Students Who May Benefit

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

How are Students With Disabilities Identified?

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

Child Find

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

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

Special Education Placement

The student’s placement in a special education program is dependent on the student’s educational needs as outlined in the Individual Education Program (IEP). To the maximum extent

appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

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

More Information

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

Section 2 Students with Disabilities: Section 504

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

Section 3 School Counseling Services

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

Section 4 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100 degrees F., vomiting, diarrhea, unexplained rashes, pink eye, or determination by school nurse that the child's condition prevents meaningful participation in educational programs, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. The student must be fever free without medication for 24 hours before returning to school. They must also stay out of school 24 hours from the last episode of vomiting or diarrhea.

Guidelines for Administering Medication

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

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to no more than a 30 day supply.

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

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

School Health Screening

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

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months

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

Immunizations

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

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

Summary of the School Immunization Rules and Regulations
For 2025-2026 School Year

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

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

The School Rules & Regulations are available on the internet: http://dhhs.ne.gov/Pages/reg_t173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
Updated 01/26/2018

Birth Certificate Requirements

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

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

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

Guidelines for Head Lice

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

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

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

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

Section 5 Transportation Services

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

Behavior on School Buses

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

II. Special Conduct Rules for Riding School Buses.

A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.

2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

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

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

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

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

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

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

Section 2 Education and Prevention

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

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

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

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

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

Disciplinary Sanctions

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

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.

5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

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

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

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Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

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

Section 2 Student Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

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

a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or

b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school,

which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.

c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.

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

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

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

3. Expulsion:

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

permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

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

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

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

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

f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by

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

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

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

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

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

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

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above. If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent

necessary to accomplish the hearing and determination within this shorter time period.

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

Section 3 Student Conduct Expectations

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

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

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

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

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

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

~~15. Dressing or grooming in a manner which is dangerous to the student';s health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.~~

16. Willfully violating the behavioral expectations for riding school buses or vehicles.

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

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

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

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

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

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

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

B. Additional Student Conduct Expectations and Grounds for Discipline

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

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

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

    A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another

person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

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

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

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

2. Academic Integrity.

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

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

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

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

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

questions that appear on the test.
(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
(iv) Use of Other Student to Take Test. Having another person take ones place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

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

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
(ii) Re-use of One's Own Papers: Usinga substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the

student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

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

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

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

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

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

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

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

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

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

performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in
serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Cell Phones/Personal Electronic Devices

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

Students are allowed to bring their cell phones and personal electronic devices to school, however all devices must be stored in a student's academic school locker and must be turned off during school hours. The school is not responsible for any lost, stolen, or damaged cell phones and personal electronic devices. Students may not store their devices in their Athletic/Physical Education lockers. Students may not use their devices during the school day (7:30-3:35) unless they have permission from a school administrator. During the school day, the only electronic devices that may be used by a student are the school issued electronic devices. In case of an emergency, a student will be allowed to use their phone in the office.

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

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

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

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

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

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

Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device.

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

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

4. Harassment and Bullying Policy: One of the missions of Wayne Community Schools is to provide safe and secure environments for all students and staff.

Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

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

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

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

6. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
   a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.

b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
c. Students are expected to bring all books and necessary materials to class. This includes study halls.
d. Assignments for all classes are due as assigned by the teacher.
e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
g. Students are to be in their seats and ready for class on the tardy bell.
h. Special classes such as Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
i. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
j. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
k. Snow handling is prohibited.

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

(a) General Rules:

(i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.

(ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

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

(iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

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

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

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

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

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

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

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

(vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

(ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal

action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

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

(xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

(c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

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

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

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

(iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.

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

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

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

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

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

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

suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

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

8. Risks of Facebook and Similar Social Networking:

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

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

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

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

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

- Don’t mislead people into thinking that you’re older or younger. If you lie about your age, Facebook and similar social networking sites will delete your profile.

We urge all students to follow these common sense guidelines.

Section 4 Reporting Student Law Violations:

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

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

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

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

Section 1 Student Fees Policy

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

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

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

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

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

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

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

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

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

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

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

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

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

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

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination

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

Students: Director of Student Services, 611 W 7th St,
Wayne, NE 68787 (402) 375-3150
Employees and Others: Human Resources Director,
611 W 7th St, Wayne, NE 68787 (402) 375-3150

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

Section 2 Designation of Coordinators

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

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

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

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination

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

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

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

Preventing Harassment and Discrimination of Employees and Students.

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

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

   a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

   b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation

based on a person's age.

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

Sexual harassment may exist when:

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

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

(c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Procedures:

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

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

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

d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an

appropriate resolution so the discrimination or harassment can be remedied and put to an end.

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

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

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

Section 4 Multicultural Policy

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

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

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.

8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Section 6 Notification of Rights Under FERPA

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

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

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading at the time the record was created..

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

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

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

a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

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

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

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

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

Notice Concerning Directory Information

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

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

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

1. Student's Name, address, telephone ~~listing~~ number, and the name, address, telephone ~~listings (if not unlisted)~~ number, 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; and

9. Student's photograph~~; and~~
~~10. School or school district the student attended before he or she enrolled in [Name] Public Schools.~~

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.
~~The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.~~

~~The District may disclose information about former students without meeting the conditions in this section.~~

~~The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.~~

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

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

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

(A) Whether the student's teacher—

(i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

(ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and

(iii) is teaching in the field of discipline of the certification of the teacher.

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

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

(A) the subject matter assessed;

(B) the purpose for which the assessment is designed and used;

(C) the source of the requirement for the assessment;

(D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and

(E) the time and format for disseminating results.

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

(A) be involved in the education of their children; and

(B) be active participants in assisting their children to—

(i) attain English proficiency;

(ii) achieve at high levels within a well-rounded education; and

(iii) meet the challenging State academic standards expected of all students.

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

Please contact the administrative office to receive the foregoing information.

Section 8 Dating Violence Prevention

The board prohibits behavior that has a negative impact on student health, welfare, safety and the school's learning environment. Incidents of dating violence will not be tolerated on

school grounds, in district vehicles, or at school sponsored activities or school sponsored athletic events.

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

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

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

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

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

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

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

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protection areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or parents; or
    8. Income, other than as required by law to determine program eligibility.

● *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

● *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

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

Section 12 Administrative Regulation Admittance-Home School Educated Students

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

These procedures apply only to students from exempt schools or home schools and are not applicable to students who have been in attendance at approved or accredited schools.
Thirty (30) Days

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

1. A statement to school officials, of the receiving school (superintendent/principal), containing the name(s) and age(s) of all children requesting admittance and the name(s) of parents or guardian(s) containing assurances of access to enrollment, attendance, health and psychological records.
2. A copy of materials which were submitted to the Nebraska Commissioner of Education under Section 004, Rule 13, Nebraska Department of Education prior to the opening or beginning of operation of the exempt or home school. Items included are: (1) a calendar for the school year; (2) a list of names of all instructional monitors; (3) a chart or written summary showing scope and sequence of the program of instruction; (4) a list of all

classes or courses and the names of monitors for these classes; (5) chart of grade levels included in the exempt/home school.

3. In order to verify information submitted in Section 004, Rule 13, Nebraska Department of Education, the receiving school (Wayne Community Schools), may deem it necessary to conduct achievement testing. School officials will contact the parent/guardian and a test(s), a time, and a procedure shall be mutually designated and established.
   Should the testing be requested from a source outside the receiving school, cost for such testing shall be borne by the parents/guardians of the exempt/home school student(s).
4. Teachers of basic skill courses in language arts, mathematics, science, social studies and health for which exempt/home school students will enroll shall assist in the review of materials submitted by parents/guardians under Section 004, Rule 13, Nebraska Department of Education.
5. School officials of the receiving school may request an interview be conducted with parents and/or student(s) from the home/exempt school seeking admittance. The interview would serve as a supplemental tool in final placement of the student(s).
6. All above procedures must be completed prior to enrollment or exempt/home school student(s).

Section 13 Business Operations

Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

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

Meal Account Balances

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

The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent

debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt. The District will not use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be owed for outstanding debts on a school lunch or breakfast account of any student. Nor will the District assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions. The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually

This policy shall be provided or made available to all students' households at the start of each school year and to households transferring to the District during the school year. This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals. The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR)

about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400
Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Section 14 Student Privacy Protection Policy

It is the policy of Wayne Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and places as

will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate date from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures

for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

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

Section 15 Parental Involvement

6400 Title 1 Parental/Community Involvement in Schools Policy

Wayne Community Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.

2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the

parent's child, other students, and the educational staff.

3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardian, or educational decisionmaker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, or guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

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

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;

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

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

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

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

This Parental and Family Involvement[JK1] Policy is established in compliance with Title I. Wayne Community Schools has a parental and family involvement policy applicable to parents and family members of all children. The parental and family involvement policy applicable to parents and family members of all children is not replaced by this Title I Parental and Family Involvement Policy and shall continue to be applicable to all parents and family members, including parents and family members participating in Title I programs.

It is the policy of Wayne Community Schools to implement programs, activities, and procedures for the involvement of parents and family members in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children.

Expectations for Parental Involvement

It is the expectation of Wayne Community Schools that parents and family members of participating children will have opportunities available for parental and family involvement in the programs, activities, and procedures of the District's Title I program. The term "parental and family involvement" means the participation of parents and family in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring–(A) that parents and family members play an integral role in assisting their child's learning; (B) that parents and family members are encouraged to be actively involved in their child's education at school; (C) that parents and family members are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental and family involvement policy. The District intends to meet this expectation through the following activities:

A. Involving parents and family members in the joint development of the District's Title I plan and the processes of school review and school improvement.

B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.

C. Building the schools', parents' and family's capacity for strong parental and family involvement.

D. Coordinating and integrating parental and family involvement strategies under Title I with parental and family involvement strategies under other programs.

E. Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents and family members in Title I programs, with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental and family involvement policies of the District.

F. Involving parents and family members in the activities of the schools served under Title I.

Policy Involvement
Each school served under the Title I program shall:

A. Convene an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation under the Title I program and to explain the requirements of the Title I program.

B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental and family involvement in such meetings by offering transportation, child care, or home visits.

C. Involve parents and family members in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.

D. Provide parents and family members of participating children (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents and family members of participating children, submit any parental or family members' comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement

As a component of the District's parental and family involvement policy, each school served under the Title I program shall jointly develop with parents and family members for all children served under the Title I program a school-parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents and family members will build and develop a partnership to help children achieve the State's high standards. Such compact shall–(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent and family will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers, parents and family members on an ongoing basis through, at a minimum–(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (B) frequent reports to parents and family members on their children's progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement

To ensure effective involvement of parents and family members and to support a partnership among the District, parents, family members, and the community to improve student academic achievement, each school participating in the Title I program and the District–(1) shall provide assistance to participating parents and family members, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents and family members to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental and family member involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and

work with parents and family members as equal partners, implement and coordinate parent and family programs, and build ties between parents, family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent and family resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school and parent and family programs, meetings, and other activities is sent to the parents and family members of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental and family involvement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions; (9) may train parents and family members to enhance the involvement of other parents and family members; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents and family members who are unable to attend such conferences at school, in order to maximize parental and family involvement and participation; (11) may adopt and implement model approaches to improving parental and family involvement; (12) may establish a district-wide parent and family advisory council to provide advice on all matters related to parental and family involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent and family involvement activities; and (14) shall provide such other reasonable support for parental and family involvement activities under Title I as parents and family members may request.

Accessibility

In carrying out the parental and family involvement activities for this Title I Parental and Family Involvement policy, the District shall provide full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

~~Use, Distribution, and Updating of this Policy~~

~~This Title I Parental and Family Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents and family members of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and family members and the school.~~

Section 16 Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with the Nebraska Commissioner of Education and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in

Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Wayne Community Schools based on it being the school of origin, the new school and Wayne Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Wayne Community Schools Expectations
Title I Student/Parent/Teacher Compact
"Learning For Life"

Students Promise:

Return completed school work on time. Be at school on time unless I am sick.
Be responsible for my own behavior.
Try my best at all times.
Respect and cooperate with other students and adults.

Family Promise

Provide a quiet place/time to do schoolwork and encourage my child to complete homework.
Ensure my child gets adequate sleep and has a healthy diet.
Make sure my child is at school on time.
Communicate and work with teachers and staff to support and challenge my child.

School Promise

Teach necessary and challenging academic concepts to your child.
Be aware of the needs of your child.
Regularly communicate with you on your child's progress.
Provide high quality curriculum and instruction in a supportive and effective learning environment, to enable children to meet challenging state academic standards.
Provide a safe, positive learning environment for your child.
Respect the cultural differences of students and their families.
Provide high quality curriculum and instruction to your child while being aware of the specific needs of your child.

Signing this demonstrates your willingness and eagerness to participate with us to ensure your child's success:

Student signature: _____ Date:_____

Parent signature: _____ Date:_____

Principal Signature: _____ Date: _____

(Please return entire page. A copy will be made and sent home.)

Digital Equity Survey

Student Name: _____ Grade: _____

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

ADMINISTRATIVE REGULATION 5416
STUDENTS

Student Fee Waiver

To qualify for Student Fee Waiver the family must meet the federal guidelines to be eligible for the free and reduced lunch. A student does not have to be taking free and reduced lunch; they just have to be eligible to do so.

To receive the Fee Waiver the following steps must be complete (prior to the fee being charged);

Step One – Complete and File with the school district "Free and Reduced Price School Meals Application" form (this form will be mailed out the beginning of the school year and is also available in the school district offices).

Step Two – Complete and File with the school district a "Sharing Information With Other Programs" form (this form will be mailed out the beginning of the school year and is also available in the school district offices).

For those students who qualify, a Fee Waiver can be used for providing a musical instrument.

Student Fees for Curricular Activities

None

Fee waivers are allowed for the students who qualify for free and reduced lunch. The Student Fee Waiver Application must be completed prior to the activity.

Student Fee Waiver Application

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, specialized attire and project materials waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year to year and must be completed annually.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED FOR THE FEE WAIVER APPLICATION TO BE PROCESSED

PLEASE PRINT

Date Completed: _____

Name of Parent or Guardian: _____

Street Address: _____

City, State, Zip Code: _____

Student Name(s)	School Attending	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your signature below is required for the release of information regarding the student or student's family financial eligibility for the programs checked above. Without your signature, this application cannot be processed.

Signature of parent or guardian: _____

- - - -

Students' Rights and Responsibilities

The rules and regulations are included in the handbook for the 2025-2026 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 2025-2026 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 2025-2026 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 29, 2025**. 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 2025-2026 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**

☐ **I prefer a paper copy of the Handbook.**

_____
Name

_____
Email

RECEIPT OF 2025-2026 STUDENT-PARENT HANDBOOK

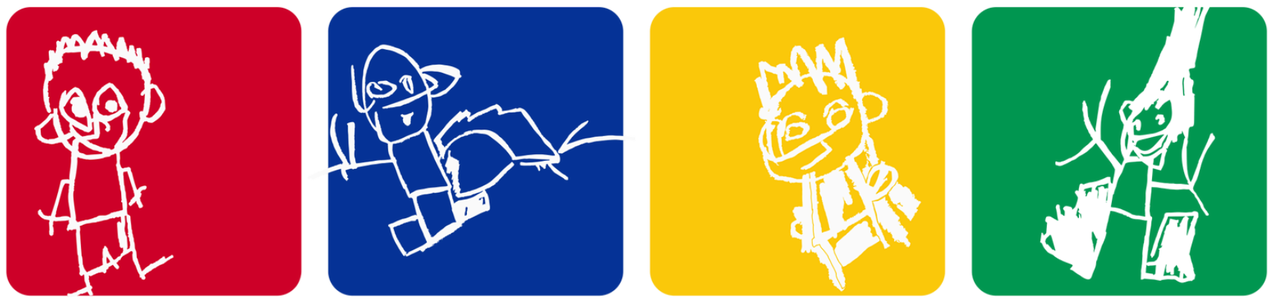
This signed receipt acknowledges receipt of the 2025-2026 Student-Parent Handbook of Wayne Community Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date:_____ Date:_____

_____ _____

Student's Signature Parent or Legal Guardian's Signature

WAYNE COMMUNITY SCHOOLS



EARLY LEARNING CENTER

Learning for Life

Preschool Handbook 2025-2026

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

Principal
Courtney Maas

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Forward

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Wayne Community Schools and Wayne Early Learning Center. Every family is responsible for becoming familiar with the handbook and discussing the expectations and information with their child. Parents are encouraged to use this handbook as a resource and to assist their child in following the expectations contained in this handbook.

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

Wayne Board of Education

President

- Jodi Pulfer — jopulfe1@waynebluedevils.org

Vice President

- Jaime Manz — jamanz1@waynebluedevils.org

Recording Secretary

- Deb Daum — dedaum1@waynebluedevils.org

Board Treasurer

- Darian Stoltenberg — dastolt1@waynebluedevils.org

Member

- Justin Davis — judavis1@waynebluedevils.org

Member

- Lynn Junck — lyjunck1@waynebluedevils.org

Member

- Brent Pick — brpick1@waynebluedevils.org

Member

- Sylvia Ruhl — syruhl1@waynebluedevils.org

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

Wayne Administrative team



Mark Lenihan - Superintendent

malenih1@waynebluedevils.org

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



Misty Beair - Student Services Director

mibeair1@waynebluedevils.org

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



Courtney Maas - Preschool-2nd Grade Principal

comaas1@waynebluedevils.org

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



Andi Diediker - 3rd-6th Grade Principal

andiedi1@waynebluedevils.org

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



Russ Plager - High School Principal

ruplage1@waynebluedevils.org

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



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

dawragg1@waynebluedevils.org

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

Welcome Message



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

Go Blue Devils!

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

ELC teaching Staff

Preschool

- Gwen Frideres
- Kelly Ptacek

Kindergarten

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

1st Grade

- Jessica Loberg
- Kathy Ostrand
- Candace Petersen
- Jennifer Thomas

2nd Grade

- Mike Jaixen
- Jodi Lutt
- Cheryl Suehl

English Language Learner

- Carrie Wendte
- Paige Milliken

Reading Specialists

- Jean Dorcey
- Ashley Hoffman

Art

- Rylee Shaw

Counselor in the Classroom (CIC)

- Kim Anderson

Media

- Sarah Oltjenbruns

Music

- Christiana Koeppe

PE

- Aaron Carlson
- Rylee Shaw

Special Education

- Brooke Henderson
- Carlie Anderson

ELC Support Staff

Administrative Assistant

- Brenna Anderson

Student Services Director

- Misty Beair

Student Services Administrative Assistant

- Paula Gemelke

School Nurse

- Abby Wragge

Director of Maintenance

- Jordan Widner

Food Services Manager

- Theresa Tiedtke

Technology Director

- Ben Promes

Grounds

- Kurt Daum
- Dennis Raulston

School Psychologist

- Rachel Kerby

Assistant School Psychologist

- Carrie Roerig

Speech Pathologist

- Kara Heithold

Heartland Therapy

- Lora Heithold
- Megan Doffin

School Calendar

School Calendar

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

WAYNE COMMUNITY SCHOOLS | 2025-2026 CALENDAR

Wednesday 2:00 dismissals are for teacher development.

Days off for weather and state tournaments may be made up if necessary.

AUGUST 2025

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1: ELC Ribbon Cutting
4: Kindergarten Round-Up
12: Open House – 5:00-7:00 pm
14: First Day of School – Noon Dismissal
18: First Day of PreK 3-4
20: 2:00 Dismissal
27: 2:00 Dismissal

SEPTEMBER 2025

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1: **NO SCHOOL** – Labor Day
3: 2:00 Dismissal
10: 2:00 Dismissal
17: 2:00 Dismissal
24: 2:00 Dismissal
29: **P/T Conferences** – 2:00 Dismissal 4:00-8:00 PM

OCTOBER 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1: **P/T Conferences** – 2:00 Dismissal 4:00-7:00 PM
3: **P/T Conferences: NO SCHOOL**
8: 2:00 Dismissal
15: 2:00 Dismissal
16: **NO SCHOOL** – Teacher Inservice
17: **NO SCHOOL** – Fall Break End
22: 2:00 Dismissal
29: 2:00 Dismissal

NOVEMBER 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5: 2:00 Dismissal
12: 2:00 Dismissal
19: 2:00 Dismissal
26-28: **NO SCHOOL** Thanksgiving Break

DECEMBER 2025

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3: 2:00 Dismissal
10: 2:00 Dismissal
19: 2:00 Dismissal – End Q2/S1
22-1/2: **NO SCHOOL** – Christmas Break
24-28: 5-day NSAA Moritorium

JANUARY 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5: Teacher Work Day
6: School Resumes
7: 2:00 Dismissal
14: 2:00 Dismissal
21: 2:00 Dismissal
28: 2:00 Dismissal
30: **NO SCHOOL** – **PK-6 P/T Conferences** **7-12 In Session**

FEBRUARY 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

4: 2:00 Dismissal
11: 2:00 Dismissal
18: 2:00 Dismissal
20: **NO SCHOOL** – Winter Break
25: 2:00 Dismissal

MARCH 2026

S		T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4: 2:00 Dismissal
12: 2:00 Dismissal – End Q3
13: **NO SCHOOL** – Spring Break
18: 2:00 Dismissal
25: 2:00 Dismissal

APRIL 2026

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2: 2:00 Dismissal
3: **NO SCHOOL** – Easter Break
6: **NO SCHOOL** – Easter Break
8: 2:00 Dismissal
15: 2:00 Dismissal
22: 2:00 Dismissal
29: 2:00 Dismissal

MAY 2026

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

6: 2:00 Dismissal
13: 2:00 Dismissal
16: Graduation
19: Tentative Last Day of School

WCS Moratorium – July 19-27
NO ACTIVITIES, CAMPS, or WEIGHTS

178 – Student Days
186 – Teacher Days

Quarter 1 – 44 days
Quarter 2 – 42 days
Quarter 3 – 48 days
Quarter 4 – 44 days

The final day of school will be determined at the April 2026 Board of Education meeting.

School Calendar Template © calendarlabs.com

Mission & Goals

Vision

Learning for Life, Every Student, Every Day.

Mission

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

Value Statements

Wayne Community Schools values...

W - Working in Partnerships

C - Committing/Commitment to Excellence

S - Success in Life

Expectations

- Be Responsible
- Be Prepared
- Be Safe

Mission & Goals

Character Traits

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

Mutual Respect

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

ELC Schedule

Preschool Schedule

Mrs. Frideres

3-Day 4 Year Olds

Mon: 7:50-3:00
Wed: 7:50-2:00
Fri: 7:50-12:30

2-Day 3 Year Olds

Tue: 7:50-3:00
Thr: 7:50-3:00

Mrs. Ptacek

5-Day 4 Year Olds

Mon: 7:50-3:00
Tue: 7:50-3:00
Wed: 7:50-2:00
Thr: 7:50-3:00
Fri: 7:50-12:30

Kindergarten-2nd Grade Schedule

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

Early Learning Center Building Hours

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

2:00 Dismissal Days

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

Parking & Traffic

Student Drop-Off Traffic Flow

Preschool Drop-Off
Preschool parents will park in the bottom lot on the far southwest side. Parents must walk their child into the building using the SOUTH door. A staff member will greet you at the door.

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

Grounds and Parking

All traffic laws of the state apply to the operation of motor vehicles on the school grounds including the prohibition of passing a school bus loading or unloading pupils. Extreme care must be taken to prevent accidents. The school assumes no liability for damage, loss, or theft from vehicles.
Traffic will flow one way to the south. Do not stop on cross-walks. Please drive with extreme care and caution.
To ensure a safe and smooth arrival and dismissal process, please note the following parking guidelines:

- Preschool Drop-Off & Pick-Up: The designated parking spots for preschool families are located in the southwest corner of the lower lot. These spots are reserved exclusively for preschool drop-off and pick-up times.
- Visitor Parking: After preschool drop-off and pick-up windows have ended, these designated spots become visitor parking during the regular school day.
- Staff & Faculty Parking: Certain spaces are reserved for staff to ensure they can arrive on time and transition efficiently between buildings, especially for traveling teachers.
- Additional Parking: If visitor parking is full, additional parking is available in the upper lot.

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

ELC Information

Contact Information

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

Parent Orientation/Conferences

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

Curriculum Information

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

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

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

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

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

ELC Information

Breakfast, Lunch, & Snack

Breakfast will be served from 7:50-8:10 each morning and lunch will be provided each day from 11:40-12:20. Preschool meals are included in their preschool tuition. Meals are considered to be a part of the instructional time because children are engaging with each other, socializing, using vocabulary taught in the classrooms, interacting, and learning expected lunchtime behaviors and healthy food choices. Children are allowed to bring a sack breakfast and/or lunch, but we highly encourage them to take advantage of the school lunch program, which meets the USDA Child Nutrition Program guidelines.

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

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

Special Occasions

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

Enrollment Requirements

Enrollment Requirements

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

Summary of the School Immunization Rules and Regulations 2024-25

Student Age Group	Required Vaccines
Ages 4-5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age. *Hib not required after child reaches 5 years of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age, written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted 4 doses of pneumococcal or 1 dose of pneumococcal given after 15 months of age

Birth Certificate Requirements

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

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

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

Enrollment Requirements

Medications

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

Health Screenings

The school nurse will make one visit to the preschool per year. During the visit your child will be weighed and measured, vision will be screened, immunization records will be checked and a visual exam of their teeth will be performed. Hearing screenings will also be completed by an audiologist. If there are any concerns in these areas, parents/guardians will receive a note from the nurse/audiologist.

Potty Training

Preschool students enrolled in the 4 yr program must be completely potty trained.
Preschool students enrolled in the 3 yr program must be pull up trained, preferably potty trained. Preschool students that have a developmental delay or a verified medical condition are exempt from this requirement and may attend in diapers/pull-ups per a doctor's orders or IEP team decision.
Early Learning Center staff are with the children during the bathroom routine and are available to help with clothing, with accidents, and will assist a child that may need help.

Sick Policy

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

- Vomiting (24 hours/1 entire day prior to the starting time of school)
- Diarrhea (24 hours/1 entire day prior to the starting time of school)
- Fever - Temp of 100 degrees or higher (must be fever free for 24 hours prior to the starting time of school).
- Rash with fever or behavior change - until a physician determines the illness not to be communicable
- Streptococcal Pharyngitis (strep throat) - 24 hours after treatment was begun and 24 hours fever free
- Chicken Pox - 6 days after onset of rash or when all lesions have dried and crusted
- Hand Foot Mouth Disease - 24 hours fever free and mouth sores/open blisters have healed
- Influenza - 24 hours all symptoms free
- Contagious Conditions such as rashes (examples: ringworm, staph infections, conjunctivitis (pink eye), impetigo, head lice, etc). - 24 hours after treatment has begun..
- COVID - Please call school nurse at (402)375-3854 for current protocols

Enrollment Requirements

Sick Policy cont.

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

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

Attendance & Absences

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

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

Termination of Enrollment

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

Safety & Discipline

Emergencies & Safety Drills

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

Severe Weather Announcements

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

Drug-Free Schools

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

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Mandatory Reporting

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

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

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

Safety & Discipline

Behavior Guidelines/Discipline Policy

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

Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with the District Policies disciplinary procedures.

Photographs & Publicity

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

Preschool Supplies

Student Supply Needs

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

**All other supplies will be provided by the school

State & Federal Programs

Notice of Nondiscrimination

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

Nondiscrimination Statement

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

Students:
Director of Student Services
611 W 7th St
Wayne, NE 68787
(402) 375-3150

Employees and Others:
Human Resources Director
611 W 7th St
Wayne, NE 68787
(402) 375-3150

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

State & Federal Programs

Designation of Coordinators

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

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

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

State & Federal Programs

Grievance Procedure

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

Sexual Harrassment & Discrimination

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

See Board Policy 5401 for full policy.

State & Federal Programs

Notification of Rights Under FERPA

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

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

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

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

State & Federal Programs

Notification of Rights Under FERPA cont.

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

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

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

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

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

1. Student's Name, address, telephone ~~listing~~ number, and the name, address, telephone ~~listings (if not unlisted)~~ number, 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; and
9. Student's photograph; and.
10. ~~School or school district the student attended before he or she enrolled in [Name] Public Schools.~~

State & Federal Programs

Notification of Rights Under FERPA

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

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.~~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 weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.~~

~~The District may disclose information about former students without meeting the conditions in this section.~~

~~OPTIONAL~~

~~In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in Sec. 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, Sec. 99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student —~~

~~To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in Sec. 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (Sec. 99.31(a)(1))~~

State & Federal Programs

Notification of Rights Under FERPA

~~To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of Sec. 99.34. (Sec. 99.31(a)(2))~~

~~To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska~~

~~Department of Education. Disclosures under this provision may be made, subject to the requirements of Sec. 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (Sections 99.31(a)(3) and 99.35)~~

~~In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (Sec. 99.31(a)(4))~~

~~To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to Sec. 99.38. (Sec. 99.31(a)(5))~~

~~To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (Sec. 99.31(a)(6))~~

~~To accrediting organizations to carry out their accrediting functions. (Sec. 99.31(a)(7))~~

~~To parents of an eligible student if the student is a dependent for IRS tax purposes. (Sec. 99.31(a)(8))~~

~~To comply with a judicial order or lawfully issued subpoena. (Sec. 99.31(a)(9))~~

~~To appropriate officials in connection with a health or safety emergency, subject to Sec. 99.36. (Sec. 99.31(a)(10)~~

~~Information the District has designated as "directory information" under Sec. 99.37. (Sec. 99.31(a)(11))~~

~~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~~

State & Federal Programs

Notification of Rights Under FERPA

~~ 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 [Name] Police Department as the District's “law enforcement unit” for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.~~

Notice Concerning Designation of Law Enforcement Unit:

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

State & Federal Programs

Parental Involvement

6400 Policy Title I Parental and Family Involvement Policy

Wayne Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

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

State & Federal Programs

Parental Involvement cont.

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

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

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

State & Federal Programs

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. Sections 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

State & Federal Programs

HIPAA (Health Insurance Portability and Accountability Act, 1996)

Parents must give written consent to the health care provider before information can be released to the school.

Public Notification for Eliminating Discrimination and Denial of Services in Vocational Education Programs

“No person who falls under the jurisdiction of the Wayne School District shall on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity which is part of the Wayne School District program offerings.”

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protection areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

State & Federal Programs

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) cont.

- Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Harassment and Bullying Program

Purpose: All students have the right to attend Wayne Community Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others. Refer to the code of conduct for disciplinary action.

Forms to Be Returned

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The preschool staff at the Early Learning Center and sometimes the Wayne Community Schools District staff or students, take pictures or video of the preschool students and/or their projects and work. During the current school year, your child's image/photograph or work may be included in a classroom or school project that could be used in one or more of the following ways:

- Used as a demonstration project/activity in education workshops/classes/conferences.
- Posted on the school's web pages, facebook pages, or Instagram.
- Used in a printed publication such as a newspaper or magazine.
- While your child's name may accompany the photo, no last name or address will be included with your child's picture when publishing on the web.

Other children's parents are asked not to take pictures of another child at preschool, without permission from their parent/guardian. On occasion, the preschool staff may record students in the classroom, to use to improve teaching and/or for parent teacher conferences. The videos will never be used or seen outside of the classroom, without written notice and permission.

Please initial in the space provided ONLY if you do not give permission for the following items (Not returning these forms gives permission for both listed items):

_____I do not give permission for my child's picture and/or work to be posted to the school's web page, Facebook, and/or Instagram page.

_____I do not give permission for my child's picture and/or work to be printed in publications such as newspapers and/or magazines.

Parent Guardian Signature_____

Childs Name_____

Date_____

ELC Preschool Sliding Fee Scale 2025-26

1. Who can qualify for free/reduced preschool costs?
    a. All children in households who qualify for free/reduced lunch.
    b. Foster children that are under the legal responsibility of a foster care agency or court.
    c. Children who meet the definition of homeless, migrant, or ward of the state
2. Do I need to fill out both the Free/Reduced Lunch application and provide a copy of my tax return information or pay stub?
    a. If you qualify for free/reduced lunches you will qualify for free (lowest pay) preschool. If you do not qualify, we would suggest that you fill out the application as the preschool pay guidelines are higher than the free/reduced lunch guidelines.
3. What if my income changes? Can I apply again?
    a. You can apply any time your income changes.
4. What if I disagree with the school's decision?
    a. Please visit with the ELC Director, Misty Beair, 402-833-1450. You can also call Dr. Mark Lenihan, Superintendent, at 402-375-3150.
5. May I apply if someone in my household is not a US Citizen?
    a. Yes. You, your children, or other household members do not have to be US Citizens to qualify for our sliding fee scale.
6. What if I need assistance in paying the portion of the preschool bill I am responsible for?
    a. Please visit with ELC Director, Misty Beair, 402-833-1450 or mibeair1@waynebluedevils.org. Scholarship money may be available and we also allow in-kind payments through volunteer work at the preschool.

The Early Learning Center offers a sliding fee, income based scale for families.

4-year-old Program **M, T, W, Th, F**	**4-year-old Program** **M, W, F**	**3-year-old Program** **T, Th**
7:50-3:00 Friday - 7:50-12:30	7:50-3:00 Friday - 7:50-12:30	7:50-3:00

Payment Schedule

Please see attached sliding fee scale. To qualify for reduced or lowest pay, a copy of your current tax return form or pay stub(s) is required. Payment for preschool tuition is to be prepaid according to the schedule chosen, to be paid at the Early Learning Center by the 10th of each month. Tuition is calculated by the number of days in session and divided by the number of payments. Lack of payment may result in your student being removed from the program. Lowest pay is free tuition (not on the chart below).

# of Payments	**Schedule**	**Full pay M, T, W, Th, F**	**Reduced Pay M, T, W, Th, F**	**Full Pay M, W, F**	**Reduced Pay M, W, F**	**Full Pay T, Th**	**Reduced Pay T, Th**
1	Annual (August 25/26)	$3350	$1675	$1750	$875	$1600	$800
2	Semester (August 2025 & January 2026)	$1675	$837	$875	$437.50	$800	$400
3	Quarterly (August, October, January, & March)	$837.50	$413.75	$437.50	$218.75	$400	$200
9	Monthly (1st Day of school of each month Sep-May)	$372.22	$186.11	$194.44	$97.22	$177.78	$59.26

Payment Schedule Options: *A contract will be signed prior to the student's first day of preschool selecting payment schedule choice. You can amend your choice during the school year if circumstances change.*

Tuition Application

Children in School			
List names of all children, including foster children. (First, Middle Initial, Last)	**Check box if Foster child/Homeless or Migrant/State Ward**	**Date of Birth**	**Grade**
	☐		
	☐		
	☐		
	☐		
	☐		

Total Household Size - Include everyone in the household: _____

Income

1. Include a compy of paystub(s) of each person in the home who has a recordable income.
    a. How often is pay received? _____

OR

2. Include a copy of tax return for each person in the home who has a recordable income.

Early Learning Center Sliding Fee Scale

Household Size	Yearly - Free	Yearly - Reduced	Yearly - Full Pay
2	up to $58,130	up to $66,530	Over $66,530
3	up to $66,530	up to $74,930	Over $74,930
4	up to $74,930	up to $83,330	Over $83,330
5	up to $83,330	up to $91,730	Over $91,730
6	up to $91,730	up to $100,130	Over $100,130
7	up to $100,130	up to $108,530	Over $108,530
8	up to $108,530	up to $116,990	Over $116,990

Signature: _____ Print Name: _____

Address: _____ Phone Number: _____

Email Address: _____ Date: _____

Please send a copy of your most recent tax return or pay stub along with this form.

Wayne Community Schools
Health History Form

Student Name: _____ Grade: _____ Sex: M/F

Birth Date: _____ Health Care Provider: _____ Dentist:_____

The following information is requested to assist the school staff in responding appropriately to your student's health needs. The information provided here may be shared with school personnel as needed to promote your child's safety and educational succes at school.

A. Current Health Status

1. Does your child take medicine or supplements regularly? Yes ☐ No ☐

Please list: _____

2. Does your child have a health condition now under treatment? Yes ☐ No ☐

Please list: _____

3. Has your child been hospitalized in the last 3 years, treated in the ER, or had surgery? Yes ☐ No ☐

Please list: _____

4. Does your child have allergies to food? Yes ☐ No ☐

Please list: _____

5. Does your child have allergies to medications? Yes ☐ No ☐

Please list: _____

6. Does your child have environmental, seasonal, or pet allergies? Yes ☐ No ☐

Please list: _____

7. Date of last:

Medical Exam: _____ Dental Exam: _____ Eye Exam: _____

B. Check conditions that pertain to your child and the date of onset.

Asthma Yes ☐ No ☐ _____

Heart Condition Yes ☐ No ☐ _____

Bleeding Disorder Yes ☐ No ☐ _____

Infections Yes ☐ No ☐ _____

Bowel/Bladder Problems Yes ☐ No ☐ _____

Kidney Disease Yes ☐ No ☐ _____

Vision/Hearing/Mobility Concern Yes ☐ No ☐ _____

Glasses: Yes ☐ No ☐

Diabetes Yes ☐ No ☐ _____

Epilepsy/Seizures Yes ☐ No ☐ _____

Chronic Respiratory Yes ☐ No ☐ _____

Chronic Ear Yes ☐ No ☐ _____

Head Injuries/Concussions Yes ☐ No ☐ _____

Digestive Disorders Yes ☐ No ☐ _____

Mental/Emotional Concern Yes ☐ No ☐ _____

Is there anything more about your child's health that you think is important for us to know?

_____

_____

_____

Parent Signature: _____

Date: _____

Digital Equity Survey

Student Name: _____ Grade: _____

Is there internet access in the residence?

- ☐ Yes - Internet Access in Residence
- ☐ No-Not Available
- ☐ No-Not Affordable
- ☐ No-Other

What is the primary type of internet service used at the residence?

- ☐ Residential Broadband (DSL, Cable)
- ☐ Cellular Network
- ☐ School Provided Hot Spot
- ☐ Satellite
- ☐ Unknown
- ☐ Dial-Up
- ☐ Other
- ☐ None
- ☐ Community Provided WiFi

Can the student stream videos without interruption?

- ☐ Yes - No issues
- ☐ Yes - But Not Consistent
- ☐ No

Is the primary learning device a personal device or school-provided?

- ☐ Personal-Dedicated (one person per machine)
- ☐ Personal-Shared (sharing among others in the household)
- ☐ School Provided-Dedicated
- ☐ School Provided-Shared
- ☐ None

What device does this student most often use to complete online learning at home?

- ☐ Desktop
- ☐ Tablet
- ☐ Chromebook
- ☐ Smartphone
- ☐ Laptop
- ☐ Other
- ☐ None

***Required Form**

Handbook Review Form

I have received and reviewed a copy of the 2025-2026 ELC Handbook:



Signature

Date

Student Name(s) Enrolled at Wayne ELC Preschool

Wayne Community Schools

Early Learning Center

Student-Parent Handbook

Learning for Life



2025-2026

Wayne Early Learning Center
903 West 7th St.
Wayne, NE 68787
402-833-1450

Principal
Courtney Maas

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Foreword
Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Wayne Community Schools and Wayne Early Learning Center. Every family is responsible for becoming familiar with the handbook and discussing the expectations and information with their child. Parents are encouraged to use this handbook as a resource and to assist their child in following the expectations contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statues and regulations.

Wayne
Board of Education

President
- Jodi Pulfer — jopulfe1@waynebluedevils.org

Vice President
- Jaime Manz — jamanz1@waynebluedevils.org

Recording Secretary
- Deb Daum — dedaum1@waynebluedevils.org

Board Treasurer
- Darian Stoltenberg — dastolt1@waynebluedevils.org

Member
- Justin Davis — judavis1@waynebluedevils.org

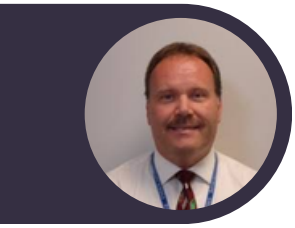
Member
- Lynn Junck — lyjunck1@waynebluedevils.org

Member
- Brent Pick — brpick1@waynebluedevils.org

Member
- Sylvia Ruhl — syruhl1@waynebluedevils.org

Board Members may be contacted by calling the Wayne District Office at (402) 375-3150.

Wayne **Administrative Team**



Mark Lenihan - Superintendent
malenih1@waynebluedevils.org
Dr. Lenihan serves as the Superintendent of Wayne Community Schools, leading with a vision of excellence, innovation, and student-centered growth. His commitment to fostering a supportive and forward-focused learning environment inspires success for all students.



Misty Beair - Student Services Director
mibeair1@waynebluedevils.org
Mrs. Beair serves as the Director of Early Learning and Student Services for Wayne Community Schools, committed to creating supportive, inclusive, and future-focused opportunities for all students to thrive.



Courtney Maas - Preschool-2nd Grade Principal
comaas1@waynebluedevils.org
Mrs. Maas serves as the PreK–2nd Grade Principal at Wayne Community Schools, leading primary learners with a focus on joyful growth, strong foundations, and meaningful family partnerships that support each child's success.



Andi Diediker - 3rd-6th Grade Principal
andiedi1@waynebluedevils.org
Mr. Diediker is the 3rd–6th Grade Principal at Wayne Community Schools, dedicated to empowering students through a positive, challenging, and future-ready learning environment.



Russ Plager - High School Principal
ruplage1@waynebluedevils.org
Mr. Plager is the High School Principal at Wayne Community Schools, committed to preparing students for their future through academic excellence, leadership development, and strong school-community connections.



Dave Wragge - 7th-8th Principal & Athletic Director
dawragg1@waynebluedevils.org
Mr. Wragge serves as the Athletic Director and Junior High Principal at Wayne Community Schools, fostering student growth through leadership, teamwork, and a commitment to well-rounded educational and extracurricular experiences.



Welcome **Message**

Parents and Guardians,
Welcome to Wayne Early Learning Center, home of the Blue Devils! We look forward to having you join our school community during the upcoming school year.
Wayne Early Learning Center is located in Wayne, NE. We serve approximately 300 students, Preschool through second grade. Wayne Early Learning Center has 3 or 4 sections at each grade level. In addition to classroom instruction, teachers provide students with education in the content areas of Media, Art, Music, CIC (Counselor In the Classroom), and Physical Education. Wayne ELC is a school-wide Title 1 school.
Here at Wayne Early Center we have implemented PBIS (Positive Behavioral Interventions and Supports). We are an NEMTSS PBIS school that implements proactive behavior strategies and teaches appropriate student behavior to create a positive learning environment.
This handbook contains policies and procedures adopted by the Wayne Community School Board. The ELC follows these policies and procedures in order to create a positive school culture where all students feel welcome and can learn.
At Wayne Early Learning Center, we believe in order to have positive outcomes for anything, there needs to be a team approach with all stakeholders. We will respect, support each other, and be fully invested in doing what is best for our students. We expect open communication and collaboration for all to feel informed and connected to the learning of our students. This team effort helps create positive student outcomes, which strengthens the community as a whole. Working together will provide a wonderful school year!
We look forward to working with you! You are encouraged to get involved in our school community by attending our school events. A great way to get involved is by joining our WEB (Wayne Elementary Boosters) group.
If you have any questions please feel free to call or email me.

Go Blue Devils!

Courtney Maas
Principal, Wayne Early Learning Center
comaas1@waynebluedevils.org
(402) 833-1450

ELC
Teaching Staff

Preschool
- Gwen Frideres
- Kelly Ptacek

Kindergarten
- Tanya Heikes
- Savannah Leseberg
- Lisa Meyer
- Emily Rockhill

1st Grade
- Jessica Loberg
- Kathy Ostrand
- Candace Petersen
- Jennifer Thomas

2nd Grade
- Mike Jaixen
- Jodi Lutt
- Cheryl Suehl

English Language Teacher
- Carrie Wendte
- Paige Milliken

Reading Specialists
- Jean Dorcey
- Ashley Hoffman

Art
- Rylee Shaw

Counselor in the Classroom (CIC)
- Kim Anderson

Media
- Sarah Oltjenbruns

Music
- Christiana Koeppe

PE
- Aaron Carlson
- Rylee Shaw

Special Education
- Brooke Henderson
- Carlie Anderson

ELC
Support Staff

Administrative Assistant
- Brenna Anderson

Student Services Director
- Misty Beair

Student Services Administrative Assistant
- Paula Gemelke

School Nurse
- Abby Wragge

Director of Maintenance
- Jordan Widner

Food Services Manager
- Theresa Tiedtke

Technology Director
- Ben Promes

Grounds
- Kurt Daum
- Dennis Raulston

School Psychologist
- Rachel Kerby

Assistant School Psychologist
- Carrie Roerig

Speech Pathologist
- Kara Heithold

Heartland Therapy
- Lora Heithold
- Megan Doffin

School Calendar

School Calendar

The Early Learning Center will follow the Wayne Community Schools District calendar.

WAYNE COMMUNITY SCHOOLS | 2025-2026 CALENDAR

Wednesday 2:00 dismissals are for teacher development.

Days off for weather and state tournaments may be made up if necessary.

JANUARY 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5: Teacher Work Day
6: School Resumes
7: 2:00 Dismissal
14: 2:00 Dismissal
21: 2:00 Dismissal
28: 2:00 Dismissal
30: NO SCHOOL –
PK-6 P/T Conferences
7-12 In Session

AUGUST 2025

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1: ELC Ribbon Cutting
4: Kindergarten Round-Up
12: Open House – 5:00-7:00 pm
14: First Day of School –
Noon Dismissal
18: First Day of PreK 3-4
20: 2:00 Dismissal
27: 2:00 Dismissal

FEBRUARY 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

4: 2:00 Dismissal
11: 2:00 Dismissal
18: 2:00 Dismissal
20: NO SCHOOL – Winter Break
25: 2:00 Dismissal

SEPTEMBER 2025

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1: NO SCHOOL – Labor Day
3: 2:00 Dismissal
10: 2:00 Dismissal
17: 2:00 Dismissal
24: 2:00 Dismissal
29: P/T Conferences –
2:00 Dismissal
4:00-8:00 PM

MARCH 2026

S		T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4: 2:00 Dismissal
12: 2:00 Dismissal – End Q3
13: NO SCHOOL – Spring Break
18: 2:00 Dismissal
25: 2:00 Dismissal

OCTOBER 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1: P/T Conferences –
2:00 Dismissal 4:00-7:00 PM
3: P/T Conferences: NO SCHOOL
8: 2:00 Dismissal
15: 2:00 Dismissal
16: NO SCHOOL –
Teacher Inservice
17: NO SCHOOL – Fall Break End
22: 2:00 Dismissal
29: 2:00 Dismissal

APRIL 2026

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2: 2:00 Dismissal
3: NO SCHOOL – Easter Break
6: NO SCHOOL – Easter Break
8: 2:00 Dismissal
15: 2:00 Dismissal
22: 2:00 Dismissal
29: 2:00 Dismissal

NOVEMBER 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5: 2:00 Dismissal
12: 2:00 Dismissal
19: 2:00 Dismissal
26-28: NO SCHOOL
Thanksgiving Break

MAY 2026

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

6: 2:00 Dismissal
13: 2:00 Dismissal
16: Graduation
19: Tentative Last Day of School

DECEMBER 2025

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3: 2:00 Dismissal
10: 2:00 Dismissal
19: 2:00 Dismissal – End Q2/S1
22-1/2: NO SCHOOL –
Christmas Break
24-28: 5-day NSAA Moritorium

WCS Moratorium – July 19-27
NO ACTIVITIES, CAMPS, or WEIGHTS

178 – Student Days
186 – Teacher Days

Quarter 1 – 44 days
Quarter 2 – 42 days
Quarter 3 – 48 days
Quarter 4 – 44 days

The final day of school will be determined at the April 2026 Board of Education meeting.

School Calendar Template © calendarlabs.com

Mission and Goals

Article 1

Vision

Learning for Life, Every Student, Every Day.

Mission

Wayne Community Schools is committed to the success of all students and the development of lifelong learners.

Value Statements

Wayne Community Schools values...

W - Working in Partnerships

C - Committing/Commitment to Excellence

S - Success in Life

Expectations

- Be Responsible
- Be Prepared
- Be Safe

Mission and Goals

Character Traits

1. Respect
2. Responsibility
3. Honesty/Trust
4. Caring/Fairness
5. Perseverance
6. Self-Discipline
7. Courage
8. Citizenship

Mutual Respect

The Wayne Community Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Mission and Goals

The goals and objectives of the Wayne Community Schools are to provide:

- A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
- An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
- Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
- A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
- Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school’s efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.

Mission and Goals

- Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
- A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
- A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
- School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
- A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and ensure accountability to the local community.
- An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
- A welcoming environment for parents and the community.

Mission and Goals

Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. **Complaint Procedure**

   Step 1 Schedule a conference with the staff person most immediately or directly involved in the matter.

   Step 2 Address the concern to the Principal if the matter is not resolved at Step 1.

   Step 3 Address the concern to the Superintendent if the matter is not resolved at Step 2.

   Step 4 Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. **Conditions Applicable to All Levels of Complaint Procedure**

   All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Mission and Goals

The Rights:

Of the Students are to:

- learn in a safe and caring environment.
- be treated with respect and dignity.
- be actively involved in learning.
- express their opinions appropriately.

Of the Staff Members are to:

- teach in a safe and caring environment.
- be treated with respect and dignity.
- teach and guide students.
- receive cooperation from students.

The Responsibilities:

Of the Administration are to:

- implement and consistently follow school-wide student management plans.
- provide opportunities to train all staff, parents/guardians, and students in the
- implementation of the student management plan.
- inform teachers and/or parents/guardians of disciplinary actions taken when applicable.
- develop a partnership with parents and community.

Of the Teaching Staff are to:

- teach, model, and review appropriate learning skills in a positive environment.
- establish and implement classroom rules and procedures consistent with the student
- management plan.
- be consistent in administering consequences according to the student management plan.
- maintain communication with parents/guardians regarding student progress.
- develop a partnership with parents/guardians and community.

Mission and Goals

Of the Students are to:

- be prepared to learn.
- participate in class.
- complete assignments on time.
- follow rules and regulations and accept the consequences of their actions.
- respect the rights and property of others.

Of the Parents/Guardians are to:

- know the rules and consequences of the student management plan.
- teach respect, the school guidelines, and appropriate behavior.
- support school policy.
- develop a partnership with the school.
- support students' activities in school and the community.

Of the Community are to:

- provide an atmosphere of safety and support for students.
- act as a cooperative partner of the school in an educational/business role.

Article 2

School Day

Preschool Schedule

Mrs. Frideres

3-Day 4 Year Olds
Mon: 7:50-3:00
Wed: 7:50-2:00
Fri: 7:50-12:30

2-Day 3 Year Olds
Tue: 7:50-3:00
Thr: 7:50-3:00

Mrs. Ptacek

5-Day 4 Year Olds
Mon: 7:50-3:00
Tue: 7:50-3:00
Wed: 7:50-2:00
Thr: 7:50-3:00
Fri: 7:50-12:30

Kindergarten-2nd Grade Schedule

Kindergarten through 2nd Graders will begin school at 8:00 AM and dismiss at 3:10 PM on Mondays, Tuesdays, Thursdays, and Fridays.
Wednesdays are a district-wide 2:00 dismissal designated for professional development.

Early Learning Center Building Hours

The Early Learning Center doors will be open Monday-Friday from 7:30 AM - 4:30 PM. Staff may be at the center earlier preparing for daily activities. However, children are not allowed to be left at the ELC until doors are unlocked at 7:30 AM, when supervision is available. All doors are locked at 8:00 AM for the safety of your children. Visitors will be buzzed in and will need to check in with the office.

2:00 Dismissal Days

The office is open from 7:30am to 4:30 pm. Supervision will be available starting at 7:30 am. Students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity.

School Day

Inclement Weather

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools In cases of storms or bad weather when it becomes necessary to close the school, students and parents are urged to tune radios to the local radio station, KTCH AM/FM, and listen for announcements. When it is known before school hours that school will be closed for that day, the radio announcement will generally be made several times between 6:30 and 8:00 A.M. When it becomes necessary to terminate school during the school day due to bad weather conditions, a radio announcement will be made about one hour prior to the dismissal of students and repeated several times after that. It is important to keep a current phone number on file as Blackboard connect phone messages will also be sent when necessary.

After School Starts Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. Parents should have a plan in place to accommodate these circumstances.

Parental Decisions Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do Parents should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning. Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

School Day

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building administrative assistants be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Arrival at School/Dismissal From School

Students should not enter the building before 7:30 a.m. unless appointments have been made with teachers or administrators. Prior to this time, the school is not responsible for supervision of the students. Students are permitted in the building evenings or weekends only if directly supervised by a teacher or administrator. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at 3:10 p.m. unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. The school is not responsible for supervision of students once the students are to have left school grounds.

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

School Day

K-2nd Grade Drop-off & Pick-up

Kindergarten-2nd Grade students are highly encouraged to enter school independently. The students will walk in the main entrance of the building. If students arrive before 7:55 they will go directly to the gym where they will be picked up by their classroom teacher. Breakfast is served from 7:30-7:50. If they arrive after 7:50 and need to eat breakfast, they will be given a grab-n-go breakfast and eat in their classroom.

Kindergarten-2nd Grade students who are in Kids Club or who have older siblings to meet at the Elementary will ride the bus from the ELC to the Elementary. They will be dismissed at 3:05 to get on the bus. The bus will take them to the Elementary where they will go to the gym to meet Kids Club or older siblings.

Students who are picked up by a parent or caregiver will be dismissed at 3:10 and exit through the main entrance. All other bus riders will be dismissed at 3:10 and go to the gym where they will check in and wait for the buses to arrive at 3:20.

Bus Information

Kindergarten-2nd Grade students are allowed to ride the bus. One bus will pick students up at the ELC to ride to the Elementary. The buses will then pick elementary bus riders up at 3:15 and head to the Early Learning Center to pick up bus riders from the ELC. From the ELC the buses will go to the Junior High/High School to pick up bus riders.
If your child needs to ride the first bus from the ELC to the Elementary for Kids Club or to meet siblings or a parent, you must fill out bus paperwork at the District Office. For more information, call (402) 375-3150.

Signing a Child In & Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after the start of the day or leaving prior to the end of the day. The parent or guardian must report to the main office for this purpose (note or phone call). The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated on the student information form. If a request by a parent is made for a student to be picked up by an adult that is not on the student information form they must come to the office and show a photo ID before the student is released.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

School Day

Supervision at Dismissal

Parents or guardians of children in grades K to 6, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

Students are expected to leave school within 10 minutes of the end of the day, unless they are participating in an extra-curricular activity, or under direct supervision of a teacher or administrator.

Changes in Schedules

If there is a change in your child's schedule, please notify the school by calling the Early Learning Center office. They will notify your child and/or teacher of any changes. Please do not e-mail your child's teacher in case there is a substitute teacher or your child's teacher is unable to check their e-mail.

If there is a permanent change in your child's transportation schedule, please notify the Early Learning Center office and your child/children's teacher(s). Your child's written dismissal plan will be followed unless the school/teacher is notified via phone call or written note from the parent.

Messages & Deliveries

Routine messages will be relayed to students at a time that is non-interrupting to class. Only emergency messages will be hand delivered immediately. Teachers must know how your child is getting home and who will be picking them up. If this information changes, teachers must be made aware. Teachers may not have time to check emails or phone messages until students have left for the day, so call the office if the message is needed promptly. Students will be given a note to pick up personal flowers, presents, or balloon gifts from the office at the end of the school day. (Exceptions may be made for early dismissals.)

School Day

Recess Breaks

Students at Wayne Early Learning Center will have the following amount of supervised recess on an ordinary day of school. Adjustments will be made based on changes of schedules. Recess will be outside unless the weather does not permit us to go outside. Indoor recess will be in the gym or in the classrooms.

Preschool

1, 30-minute recess

Kindergarten-2nd Grades

3, 15-minute recesses

Recess Clothing Guidelines

Living in Nebraska requires adaptability to frequent weather changes. We will go outside for recess every day that we can. Should there be rain, wind, or snow, we watch the radar and thermometer and if there is no precipitation we will go outside. We care about your child's health but also know that outdoor activity is crucial to a healthy lifestyle. Watch/Listen to local weather reports and help your child dress according to our guidelines below or also be prepared for delays and cancellations. The teachers will all use Real Feel AccuWeather to determine what the temperature is for each recess. If a student is not appropriately dressed, they will not be allowed to go outside for recess. Please understand that temperatures change throughout the day and they may not need a jacket or coat for one recess but they will the next. We suggest to have your child keep a jacket in their locker at school. They will not be allowed to use items from the Lost & Found.

Wind Chill and Temperatures

The decision for what students can wear will be decided before each recess. It is not decided based upon the forecasted high temperature for the day.

55 degrees and up

Clothing Guidelines: Regular dress code applies

40-54 degrees

Clothing Guidelines: Pants and jacket or hooded sweatshirt

0-39 degrees

Clothing Guidelines: Winter coat required (Hats & gloves recommended)

0 degrees and below

Clothing Guidelines: No outdoor recess but please continue to wear appropriate clothing in case of an emergency or emergency drill

School Day

Playing in the Snow

- If a student has snow gear (boots, snow pants, coat, and gloves) they will be able to play in the snow.
- If a student has boots and snow pants, they can walk on the snow but not play in the snow.
- If a student does not have snow boots and snow pants they will be allowed to play on the areas that are cleared of snow.

School Meals

Both breakfast and lunch are available for students each day. We begin serving breakfast at 7:30 a.m. If your child arrives between 7:30 a.m. and 7:50 a.m., they will receive a hot breakfast. If your child arrives after 7:50 a.m., they will receive a grab 'n go breakfast, so they are not tardy to class. Please make sure to call the school prior to 9:00 a.m. in order to get a correct lunch count if you plan on eating with your child. Meal prices are set annually before the school year begins. Meal prices will be posted in the school newsletter, on the monthly menu, on the school website, and in The Wayne Herald newspaper. Milk may be purchased separately to drink with a sack lunch. Food or drinks from outside school during school lunch hours (11:00 a.m. - 1:00 p.m.) are not allowed in the building. Students with a negative balance are not allowed to buy ala carte items.

"Under Federal law, there is no requirement that children paying the reduced or full price be given credit which permits them to charge the price of meals when they don't have money with them to pay." Families will be sent a statement by mail (every Wednesday) when their balance reaches negative $10 or more. A call from the school office will be made when an account reaches negative $25.00.

Families using the meal program may access their account information online. You can check your account balance at any time, and view two weeks worth of meal purchases for your family members. To get your login and password, please contact your school. To access the site, please go to the Wayne Community Schools website www.wayneschools.org, press the District button on the left side and then press Lunch Account Information. This will take you to WordWare to check your account balance and make payments online.

School Day

Birthdays

Birthdays are celebrated in homerooms through a variety of activities. Invitations to parties are **not** to be distributed at school unless the entire class is invited. Office personnel may not share addresses, telephone numbers, or parents' names.

Assemblies

School-wide assemblies will be held as needed to recognize student success, provide students with experiences, and to promote school-wide programs.

Nuisance Items

Nuisance items such as fidget spinners, pop-its, trading cards, and all other toys should not be brought to school unless the student gains special permission. This is done to reduce distractions.

Change of Information

Should any student move to a new place of residence, the parent must notify the Early Learning Center's office as soon as possible of address, phone number, or job changes. This is to ensure you receive proper school communication and information, as well as have correct contact information in case of emergency.

Emergency Drills

Tornado and fire drills are conducted according to the requirements of state law. Procedures are posted in each classroom. Tampering with fire safety equipment or deliberately setting off fire alarm equipment is a serious offense.

Emergency Protocol

Article 3

In Case of Emergency: General Information

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: https://facebook.com/waynecommunityschools

To Prepare for an Emergency:

- It is critical that parents/guardians keep the information for emergency contacts at the school office up-to-date.
- Parents/Guardians should confirm that the school has the current cell phone or other phone numbers to be used in case of an emergency.

Emergency Protocol

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 – **We appreciate your PATIENCE**!

Thank you for your cooperation in this!

Use of Building and Grounds

Article 4

Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item. The lost book replacement fee will be the cost of the same book.

School-issued items that are lost, stolen, or damaged — including those stored in lockers — remain the responsibility of the student to whom they were issued. Please note that lockers do not lock; therefore, students are strongly encouraged to take reasonable precautions and avoid leaving valuable items unattended.

Lockers

All PreK-2 students will be assigned a locker. Students are expected to keep cold lunches, coats/jackets, and belongings in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a principal sees or learns of an image or message that may cause a disruption, the principal will ask the student to remove the image or message from the locker. If the student refuses, then the principal will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

Use of Building and Grounds

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules apply to searches of students & of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime of a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
3. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.

Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Use of Building and Grounds

Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Use of Telephone

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. There is a courtesy phone available for student use in the office. Use of the phone is not an excuse to be tardy to class. Students may not use cell phones during the school day.

Bicycles and Scooters

Bicycles and scooters must be parked in the racks provided. All bicycles and scooters should be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles and scooters are on school property.

Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Periodically throughout the year, all lost and found items will be donated.

Use of Building and Grounds

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the principal.

Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office.

Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Approved posters will be hung by office personnel. Posters will be removed within 48 hours after the event.

Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing coursework, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright.

Use of Building and Grounds

Copyright and Fair Use Policy cont.

The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Behavioral Points of Contact

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain more information about these resources, parents and/or students should contact their building principal. This information, as well as the District’s behavioral points of contact, are also listed on the District’s website.

Grounds and Parking

All traffic laws of the state apply to the operation of motor vehicles on the school grounds including the prohibition of passing a school bus loading or unloading pupils. Extreme care must be taken to prevent accidents. The school assumes no liability for damage, loss, or theft from vehicles.

Traffic will flow one way to the south. Do not stop on cross-walks. Please drive with extreme care and caution.

To ensure a safe and smooth arrival and dismissal process, please note the following parking guidelines:

- Preschool Drop-Off & Pick-Up: The designated parking spots for preschool families are located in the southwest corner of the lower lot. These spots are reserved exclusively for preschool drop-off and pick-up times.
- Visitor Parking: After preschool drop-off and pick-up windows have ended, these designated spots become visitor parking during the regular school day.
- Staff & Faculty Parking: Certain spaces are reserved for staff to ensure they can arrive on time and transition efficiently between buildings, especially for traveling teachers.
- Additional Parking: If visitor parking is full, additional parking is available in the upper lot.

Thank you for helping us keep arrival, dismissal, and the school day running safely and efficiently for all students and staff!

Use of Building and Grounds

Student Drop-Off Traffic Flow

The lower lot closest to the ELC is designated for students being dropped off by car. Cars need to pull all the way forward before stopping to have your child/children exit the vehicle. Please do not stop over the crosswalk. This is a one way lot. Please exit to the south.
The top lot will be where buses drop off in the morning. Students will be directed to go to the crosswalk and down to the lower lot to cross on the crosswalk.

Preschool Drop-Off

Preschool parents will park in the bottom lot on the far southwest side. Parents must walk their child into the building using the SOUTH door. A staff member will greet you at the door.

Student Pick-Up Traffic Flow

The bottom lot will be for preschool parents and buses only. This is to ensure the buses are able to enter the lot to pick up students and continue their route to the high school in a safe and timely manner. Buses will arrive at approximately 3:20.
Students being picked up by car will be dismissed at 3:10 and walked up to the top lot for pick-up.

Preschool Pick-Up

Please pick up your child at the SOUTH door at 3:00. If there is a court order involving your child and who he/she can or can not be released to, we must have a copy on file in order to enforce it.

Siblings Meeting Spot

Our ELC students that need to meet up with their siblings in other K-2 grades will use the gym as their meeting spot. The sibling groups will then walk out the east doors and meet their parents outside.

Attendance

Article 5

Attendance Policy & Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The District will maintain an accurate record of student attendance.

Attendance & Absences

Circumstances of Absences - Definitions

1. The circumstances for all absences from school will be identified as School Excused or School Unexcused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
    a. **School Excused:** Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
        i. Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness (including physical or mental illness), court, death of a family member, or suspension.
        ii. Other absences as determined by the principal or the principal's designee.
    b. **School Unexcused:** Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
        i. Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes vacations or other events that do not meet the criteria for a School Excused absence.
        ii. Other absences are those in which the parent has not communicated a reason for the student's absence.
2. **Absence Procedure:** In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

Attendance

3. **Mandatory Ages of Attendance:** A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age **Exceptions for Younger Students:** Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.
4. **Reporting and Responding to Excessive Absenteeism:** Any District staff member or board member who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent or Superintendent's designee to be the attendance officer. The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend school.
5. **Excessive Absenteeism:** Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least fifteen days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance.

Attendance

The plan shall also consider, but not be limited to:
(a) The physical, mental, or behavioral health of the child.
(b) Educational counseling;
(c) Referral to community agencies for economic services;
(d) Family or individual counseling; and
(e) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. **Reporting Excessive Absenteeism to the County Attorney:** The school may report to the county attorney of the county in which the person having control of the student resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

Tardy to School

Students will be considered tardy to school if they are not seated in their classroom when the 1st bell rings.

Leaving School or Class

Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Please call the office informing them of the reason your child will not be in attendance. (402-833-1450). Police may be contacted to do a wellness check if there has been no communication. A student will not be allowed to enter class after a same day absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office.

Attendance

Make-up Work

When a student is absent, they may be given work to complete at home for each day missed. This helps them stay caught up with what the class is learning. Teachers will decide how much time the student has to finish the work.
Parents or guardians should contact the teacher to ask about make-up work. For longer absences, an assignment sheet may be prepared. These materials can be picked up in the office after 3:30 p.m., or earlier if arranged by a parent.
If the make-up work is not completed, the student may not receive credit for those assignments.

Attendance is Required to Participate in Activities

Full-time students must attend school all day the day of any scheduled school activity in order to participate in the activity. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A “school activity” includes athletic contests, clubs, concerts, and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of truancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior: Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent’s personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Truancy cont.

Excessive Absenteeism: Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy: Students who accumulate fifteen (15) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such a person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Scholastic Achievement

Article 6

Promotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the students parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Legal Reference: Neb. Rev. Stat. Sec. 79-526 & 79-2,161

Date of Adoption: June 9, 2025

Report Cards

Preschool and Kindergarten will receive TS Gold report cards 3 times a year. 1st & 2nd Grade report cards are issued at the end of each quarter.

Parent-Teacher Conferences

Parent-teacher conferences will be held two times a year. There will also be a parent night. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Support Services

Article 7

Special Education Services

What does Special Education Mean?
Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit
A student verified as having autism, emotional disturbance, deaf-blindness, developmental delay, hearing impairments, intellectual disability, multiple impairments, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?
Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Child Find
The Board of Education, at Wayne Community Schools, District 17 wishes to reaffirm its position that all children ages 0-21 in the Wayne Community School District, regardless of their handicapping condition, are entitled to a Free Appropriate Public Education and an equal opportunity for education according to the individual's needs.
The Board assumes the responsibility to assure that handicapped children are identified, evaluated and verified, and are provided or contracted for program services for all resident handicapped children who benefit from such programs. If you have a child or know of a child which may require special education please contact Misty Beair, Special Director, at (402) 833-1450.

Support Services

Special Education Services

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Special Education Director. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: http://www.nde.state.ne.us/SPED/sped.html.

Students with Disabilities: Section 504

Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. "Section 504 is a federal anti-discrimination law that prohibits school districts from discriminating against students with disabilities. A student may be identified with a disability under Section 504 if the student has a physical or mental impairment that substantially limits one or more major life activities, included but not limited to learning. The school district has specific responsibilities under Section 504, including the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If you believe your child may qualify for services under Section 504 please contact your building principal."

Support Services

School Counseling Services

Wayne Community Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100 degrees F., vomiting, diarrhea, unexplained rashes, pink eye, or determination by school nurse that the child's condition prevents meaningful participation in educational programs, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. The student must be fever free without medication for 24 hours before returning to school. They must also stay out of school 24 hours from the last episode of vomiting or diarrhea.

Guidelines for Administering Medication

Whenever possible, your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self managing his or her health condition, contact the health office to develop a self-management plan. Any new medication must first be given at home to monitor for adverse side effects

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to no more than a 30 day supply.

The administration of prescription and/or non-prescription (over-the-counter) medications by school personnel is subject to the following conditions:

1. For the safety of all children, elementary students are not permitted to have medicine in their possession while at school. Students may carry some types of medications if pre-approved by their physician and school officials. Other medicines should be kept in the nurse's or building office.
2. Medication must be brought to school in the original container appropriately labeled by the pharmacy or physician.

Support Services

Guidelines for Administering Medication cont.

3. All medications must be properly labeled with the child's name, medication name, directions for administration and possible side effects.
4. A signed and dated note from the parent or guardian must accompany all requests for students to receive medication at school for occasional use.
5. In the case of a medication that the student takes on a regular basis, further documentation is required by the state and can be obtained through the school nurse. This documentation must be renewed annually.

School Health Screening

Children in Preschool and grades kindergarten through fourth, as well as Sophomores are screened for vision, hearing, dental defects, height and weight. Students may also be screened if a health concern has been identified. Parents who do not wish their child to participate in the school screenings program must communicate this in writing to the school health office at the start of the school year. Nebraska statutes require school-age screening and in order for parents to remove their children from the program they must submit findings from an alternate medical provider to the school by December 1 of that year.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

Support Services

Summary of the School Immunization Rules & Regulations

For the 2025-2026 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7th grade	Must be current with the above vaccinationsAND receive1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: http://dhhs.ne.gov/Pages/reg_t173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
Updated 01/26/2018

Support Services

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents would include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts.

The Academy of Pediatrics no longer considers head lice as a health issue or a reason to exclude children from school.

1. If live head lice are discovered on a child the parent will be called and informed. The school then assumes that the parent will treat the child that day after.
2. Written treatment information and instructions will be made available to parents upon request. (including how to check for head lice*.)
3. A child who has been identified with live lice will be able to return to school after treatment.
4. Families are encouraged to report head lice to the school health office.

*Nit removal will be emphasized for effective management of the condition. For more information, call the nurse at your child's school.

Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

Support Services

Behavior on School Buses

1. **General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.
2. **Special Conduct Rules for Riding School Buses**
    a. Rules for Getting On and Off the Bus
        i. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
        ii. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
        iii. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
        iv. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
    b. Rules on the Bus
        i. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
        ii. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
        iii. Talk quietly and use appropriate language.
        iv. Keep all parts of your body inside the bus.
        v. Keep your arms, legs and belongings to yourself.
        vi. No fighting, harassment, bullying, intimidation or horseplay.
        vii. Do not throw any object.
        viii. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
        ix. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
        x. Do not damage the school bus.
3. **Getting the Driver's Assistance**: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.
4. **Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures up to the discretion of the principal.

Drugs, Alcohol, and Tobacco

Article 8

Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Education and Prevention

Drug and Alcohol Use and Prevention

Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Standards of Student Conduct Pertaining to Drugs, Alcohol, & Tobacco

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

Drugs, Alcohol, and Tobacco cont.

Standards of Student Conduct Pertaining to Drugs, Alcohol, & Tobacco cont.

1. Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco
2. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
3. Possession of any prescription drug in an unlawful fashion.
4. Possession, use, distribution or being under the influence of alcohol.
5. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
6. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
7. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Student Conduct Rules

Article 9

Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

Student Discipline

A. Development of Uniform Discipline System

It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or

b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.

c. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.

Student Discipline cont.

d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less then twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
3. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the

Student Discipline cont.

student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Student Discipline cont.

g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.
i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.
5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference

Student Discipline cont.

with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

B. Student Conduct Expectations

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.

Student Conduct Expecations cont.

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

Student Conduct Expecations cont.

12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. ~~Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.~~
16. Willfully violating the behavioral expectations for riding school buses or vehicles.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any

Student Conduct Expecations cont.

destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that ~~is dangerous to the health and safety of anyone or~~ is reasonably forecasted to interfere~~s~~ with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
   a. Clothing that shows an inappropriate amount of bare skin or underwear ~~(midriffs, spaghetti straps, sagging pants)~~ or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
   b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
   c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).

Student Conduct Expecations cont.

e. Head wear including hats, caps, bandannas, and scarves.
f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
g. Clothing or jewelry that is gang related.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

2. Academic Integrity.

a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as 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:

Student Conduct Expecations cont.

(1) “Cheating” means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperatewith someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

Student Conduct Expecations cont.

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

Student Conduct Expecations cont.

(3) “Contributing” to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) **Academic Sanction**.

The instructor will refuse to accept the student’s work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) **Report to Parents and Administration.**

The instructor will notify the Principal of the offense and the instructor or Principal will notify the student’s parents or guardian.

(3) **Student Discipline Sanctions.**

Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

Student Conduct Expecations cont.

E. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school Board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Neb. Rev. Stat. Section 79-2,160~~LB 43 (2024)~~

Date of Adoption: June 9, 2025

Student Conduct Expecations cont.

3. Cell Phones/Personal Electronic Devices

Philosophy and Purpose. The District prohibits students from using their cell phones and other personal electronic devices during the school day. Cell phones and personal electronic devices are disruptive to the educational process. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of cell phone and personal electronic devices, the District hereby establishes the following rules and regulations governing student use of cell phones and personal electronic devices, and procedures to address student misuse of their cell phone and personal electronic devices.

Students are allowed to bring their cell phones and personal electronic devices to school, however all devices must be stored in a student's academic school locker and must be turned off during school hours. The school is not responsible for any lost, stolen, or damaged cell phones and personal electronic devices. Students may not store their devices in their Athletic/Physical Education lockers. Students may not use their devices during the school day (7:30-3:35) unless they have permission from a school administrator. During the school day, the only electronic devices that may be used by a student are the school issued electronic devices. In case of an emergency, a student will be allowed to use their phone in the office.

Violations of the cell phone/personal electronic device policy will be dealt with in the following manner:

(i) First violation - The device will be confiscated by the staff member, and given to the principal. The student will be able to pick-up their device after school, after a conference with the principal.
(ii) Second violation - The device will be confiscated by the staff member and given to the principal. On the second offense, a parent will be contacted and the parent will be required to pick-up the device from the principal.
(iii) Third violation - The device will be confiscated by the school principal. Consequences will be considered insubordination and dealt with by the building principal.

Further violations of this policy, and/or an unwillingness to turn in the device when requested by a staff member will be considered insubordination, and will be dealt with accordingly per handbook policy that could lead up to a short or long term suspension or expulsion.

Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan

Student Conduct Expecations cont.

developed with the student's parent when the student has a compelling need to have the device.
The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

Responsibility for Electronic Devices: Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

Student Conduct Expecations cont.

4. **Harassment and Bullying Policy:** One of the missions of Wayne Community Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

"Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which disciplinary measures will be determined by the Principal based on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

5. **Inappropriate Public Displays of Affection (IPDA):** Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

a. 1st Offense: Student will be confronted and directed to cease.
b. 2nd Offense: Student will be confronted, directed to cease, and parent will be notified.
c. 3rd Offense: Student and parents and student will need to meet with Administrator(s) and/or counselor.
d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, shall result in disciplinary measures up to the discretion of the Principal and Superintendent of the district.

Student Conduct Expecations cont.

6. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, will be measures up to the discretion of the Principal and Superintendent of the district.

a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
c. Students are expected to bring all books and necessary materials to class. This includes study halls.
d. Assignments for all classes are due as assigned by the teacher.
e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
g. Students are to be in their classrooms on the tardy bell.
h. Special classes such as Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
i. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
j. Students are to stand back from the entry in the mornings before school and before the dismissal bell so that others may pass in and out of the entry doors.
k. Snow handling is prohibited.

Student Conduct Expecations cont.

7. Network, E-Mail, Internet and Other Computer Use Rules:
General Rules:

a. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
b. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
c. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
d. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
e. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

Student Conduct Expecations cont.

a. Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
b. Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
c. Users shall not use or try to discover another user's account or password.
d. Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
e. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
f. Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
g. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
h. Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
i. Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
j. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
k. Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

Student Conduct Expecations cont.

Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

a. Be polite. Do not become abusive in your messages to others.
b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
c. Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
d. Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
e. All communications and information accessible via the network should be assumed to be private property of others.
f. Do not place unlawful information on any network system.
g. Keep paragraphs and messages short and to the point. Focus on one subject per message.
h. Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
i. Other rules may be established by the network administrators or teachers from time to time.

Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

Student Conduct Expecations cont.

Risks of Facebook and Similar Social Networking:

The purpose of this message is to give our students information about the risks of using Facebook and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on Facebook and similar social networking sites may affect you years later.

What you say now on Facebook and similar social networking sites may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on Facebook and similar social networking sites.

Here are some common sense guidelines that you should follow when using Facebook and similar social networking sites and the Internet in general:

- Don't forget that your profile and Facebook and similar social networking sites forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new Facebook and similar social networking sites friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to Facebook and similar social networking sites or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, Facebook and similar social networking sites will delete your profile.

We urge all students to follow these common sense guidelines.

Student Conduct Expecations cont.

Reporting Student Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Extracurricular Activities: Rights, Conduct, Rules & Regulations

Article 10

Student Fees Policy

The Board of Education of Wayne Community Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. **Guidelines for non-specialized attire required for specified courses and activities:** Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

Extracurricular Activities cont.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

2. **Personal or consumable items & miscellaneous:**

a. Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

b. Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

Extracurricular Activities cont.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

3. **Copies of Student Files or Records**
   The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one (1) copy of the requested records to be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.
4. **Breakfast and Lunch Programs**
   Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.
5. **Waiver Policy**
   The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.
6. **Distribution Policy**
   The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one (1) student resides, at no cost.

State & Federal Programs

Article 11

Notice of Nondiscrimination

The Wayne Community School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students:
Director of Student Services
903 W 7th St
Wayne, NE 68787
(402) 833-1450

Employees and Others:
Human Resources Director
611 W 7th St
Wayne, NE 68787
(402) 375-3150

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

State & Federal Programs

Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	High School Principal
Title IX	Discrimination, harassment based on sex; gender equity	Special Education Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act	Discrimination, harassment or reasonable accommodations of persons with disabilities	Special Education Director
Homeless Student Laws	Children who are homeless	Special Education Director
Safe and Drug Free Schools and Communities	Safe & drug free schools	Elementary Principal

The Coordinator may be contacted at:
611 W. 7th Street
Wayne, NE 68787
(402) 375-3150

State & Federal Programs

Elimination of Discrimination

The policy of Wayne Community Schools is to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Wayne Community Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Wayne Community Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

Preventing Harassment and Discrimination of Employees and Students

1. Purpose: Wayne Community Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Wayne Community Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

   For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.
   a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
   b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

State & Federal Programs

c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:
(a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);

(b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.

(c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Procedures:
a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Wayne Community Schools.
c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

State & Federal Programs

Multicultural Policy

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance

State & Federal Programs

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.
They are:
1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading at the time the record was created. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or otherwise allowed by law. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

State & Federal Programs

Notification of Rights Under FERPA

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

~~Kathleen Styles,~~ Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone ~~listing~~ number, and the name, address, telephone ~~listings (if not unlisted)~~ number, 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; and
9. Student's photograph; and.
10. ~~School or school district the student attended before he or she enrolled in [Name] Public Schools.~~

State & Federal Programs

Notification of Rights Under FERPA

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, or would otherwise not be in a student's best interests.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing. ~~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 weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.~~

~~The District may disclose information about former students without meeting the conditions in this section.~~

~~OPTIONAL~~

~~In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in Sec. 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, Sec. 99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student —~~

~~To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in Sec. 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (Sec. 99.31(a)(1))~~

State & Federal Programs

Notification of Rights Under FERPA

To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of Sec. 99.34.
(Sec. 99.31(a)(2))
To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska

Department of Education. Disclosures under this provision may be made, subject to the requirements of Sec. 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (Sections 99.31(a)(3) and 99.35)
In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
(Sec. 99.31(a)(4))
To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to Sec. 99.38. (Sec. 99.31(a)(5))
To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (Sec. 99.31(a)(6))
To accrediting organizations to carry out their accrediting functions. (Sec. 99.31(a)(7))
To parents of an eligible student if the student is a dependent for IRS tax purposes. (Sec. 99.31(a)(8))
To comply with a judicial order or lawfully issued subpoena. (Sec. 99.31(a)(9))
To appropriate officials in connection with a health or safety emergency, subject to Sec. 99.36.
(Sec. 99.31(a)(10)
Information the District has designated as "directory information" under Sec. 99.37. (Sec. 99.31(a)(11))
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

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Notification of Rights Under FERPA

~~-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 [Name] Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.~~

Notice Concerning Designation of Law Enforcement Unit:
The District designates the [Name] Police Department as the District's "law enforcement unit"
for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical
security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

State & Federal Programs

Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:
The District designates the Wayne Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Notice to Parents of Students in Programs Receiving Title 1 Funding

Staff Qualifications. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

A. Whether the student's teacher—
1. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
3. is teaching in the field of discipline of the certification of the teacher.

B. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out: Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:

A. the subject matter assessed;
B. the purpose for which the assessment is designed and used;
C. the source of the requirement for the assessment;
D. the amount of time students will spend taking the assessment, and the schedule for the assessment; and
E. the time and format for disseminating results.

State & Federal Programs

Language Instruction Programs: If the District receives Title I funds, parents of English learners will be informed regarding how the parents can—

A. be involved in the education of their children; and
B. be active participants in assisting their children to—
   1. attain English proficiency;
   2. achieve at high levels within a well-rounded education; and
   3. meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

Please contact the administrative office to receive the foregoing information.

Dating Violence Prevention

The board prohibits behavior that has a negative impact on student health, welfare, safety and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school sponsored athletic events.
Dating violence is defined as a pattern of behavior where one person uses threats of, or actual uses of, physical, sexual, verbal or emotional abuse to control his/her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.
The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

HIPAA (Health Insurance Portability and Accountability Act, 1996

Parents must give written consent to the health care provider before information can be released to the school.

Public Notification for Eliminating Discrimination And Denial of Services in Vocational Education Program

"No person who falls under the jurisdiction of the Wayne School District shall on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity which is part of the Wayne School District program offerings."

State & Federal Programs

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

State & Federal Programs

Administrative Regulation Admittance-Home School Educated Students

This regulation provides procedures for the admittance to Wayne Community Schools of students who have previously been in attendance at an exempt school or home school pursuant to Section 79-1701, Nebraska School Law.

These procedures apply only to students from exempt schools or home schools and are not applicable to students who have been in attendance at approved or accredited schools.

Thirty (30) Days

A. Prior to the projected date for admission of a student from an exempt or home school to Wayne Community Schools, the parent or guardian will submit:

1. A statement to school officials, of the receiving school (superintendent/principal), containing the name(s) and age(s) of all children requesting admittance and the name(s) of parents or guardian(s) containing assurances of access to enrollment, attendance, health and psychological records.
2. A copy of materials which were submitted to the Nebraska Commissioner of Education under Section 004, Rule 13, Nebraska Department of Education prior to the opening or beginning of operation of the exempt or home school. Items included are: (1) a calendar for the school year; (2) a list of names of all instructional monitors; (3) a chart or written summary showing scope and sequence of the program of instruction; (4) a list of all classes or courses and the names of monitors for these classes; (5) chart of grade levels included in the exempt/home school.
3. In order to verify information submitted in Section 004, Rule 13, Nebraska Department of Education, the receiving school (Wayne Community Schools), may deem it necessary to conduct achievement testing. School officials will contact the parent/guardian and a test(s), a time, and a procedure shall be mutually designated and established.
4. Should the testing be requested from a source outside the receiving school, cost for such testing shall be borne by the parents/guardians of the exempt/home school student(s).
5. 4. Teachers of basic skill courses in language arts, mathematics, science, social
6. studies and health for which exempt/home school students will enroll shall assist in
7. the review of materials submitted by parents/guardians under Section 004, Rule 13,
8. Nebraska Department of Education.
9. 5. School officials of the receiving school may request an interview be conducted with
10. parents and/or student(s) from the home/exempt school seeking admittance. The
11. interview would serve as a supplemental tool in final placement of the student(s).
12. 6. All above procedures must be completed prior to enrollment or exempt/home
13. school student(s).

State & Federal Programs

Business Operations

Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law.

The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt. The District will not use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be owed for outstanding debts on a school lunch or breakfast account of any student. Nor will the District assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

State & Federal Programs

Student Confidentiality
The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions. The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually
This policy shall be provided or made available to all students' households at the start of each school year and to households transferring to the District during the school year. This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals. The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Nondiscrimination Statement
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained by scanning the QR code or visiting the USDA link: **USDA Link**

State & Federal Programs

A complaint form can also be obtained from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights 1400
   Independence Avenue, SW
   Washington, D.C. 20250-9410
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Student Privacy Protection Policy

It is the policy of Wayne Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy.

evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate date from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:
The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

State & Federal Programs

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,

State & Federal Programs

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).

State & Federal Programs

Parental Involvement

6400 Policy Title I Parental and Family Involvement Policy

Wayne Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.
2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.
4. Upon request of a parent, guardian, or educational decisionmaker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents,

State & Federal Programs

Parental Involvement cont.

guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

- ·Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- ·Mental or psychological problems of the student or the student's family;
- ·Sex behavior or attitudes;
- ·Illegal, anti-social, self-incriminating, or demeaning behavior;
- ·Critical appraisals of other individuals with whom respondents have close family relationships;
- ·Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- ·Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
- ·Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

State & Federal Programs

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. Sections 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

State & Federal Programs

Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with the Nebraska Commissioner of Education and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

State & Federal Programs cont.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child’s school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Wayne Community Schools based on it being the school of origin, the new school and Wayne Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Wayne Community Schools Expectations

Title I Student/Parent/Teacher Compact

"Learning For Life"

Students Promise:

Return completed school work on time.
Be at school on time unless I am sick.
Be responsible for my own behavior.
Try my best at all times.
Respect and cooperate with other students and adults.

Family Promise

Provide a quiet place/time to do schoolwork and encourage my child to complete homework.
Ensure my child gets adequate sleep and has a healthy diet.
Make sure my child is at school on time.
Communicate and work with teachers and staff to support and challenge my child.

School Promise

Teach necessary and challenging academic concepts to your child.
Be aware of the needs of your child.
Regularly communicate with you on your child's progress.
Provide high quality curriculum and instruction in a supportive and effective learning environment, to enable children to meet challenging state academic standards.
Provide a safe, positive learning environment for your child.
Respect the cultural differences of students and their families.
Provide high quality curriculum and instruction to your child while being aware of the specific needs of your child.

Signing this demonstrates your willingness and eagerness to participate with us to ensure your child's success:

Student signature: _____ Date:_____

Parent signature: _____ Date:_____

Principal Signature: _____ Date: _____

(Please return entire page. A copy will be made and sent home.)

ADMINISTRATIVE REGULATION 5416
STUDENTS

Student Fee Waiver

To qualify for Student Fee Waiver the family must meet the federal guidelines to be eligible for the free and reduced lunch. A student does not have to be taking free and reduced lunch; they just have to be eligible to do so.

To receive the Fee Waiver the following steps must be complete (prior to the fee being charged);
Step One – Complete and File with the school district "Free and Reduced Price School Meals Application" form (this form will be mailed out the beginning of the school year and is also available in the school district offices).
Step Two – Complete and File with the school district a "Sharing Information With Other Programs" form (this form will be mailed out the beginning of the school year and is also available in the school district offices).

For those students who qualify, a Fee Waiver can be used for providing a musical instrument.

Student Fees for Curricular Activities
None

Fee waivers are allowed for the students who qualify for free and reduced lunch. The Student Fee Waiver Application must be completed prior to the activity.

Student Fee Waiver Application
Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, specialized attire and project materials waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year to year and must be completed annually.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED FOR THE FEE WAIVER APPLICATION TO BE PROCESSED

PLEASE PRINT

Date Completed: _____

Name of Parent or Guardian: _____

Street Address: _____

City, State, Zip Code: _____

Student Name(s) School Attending Grade

_____ _____ _____

_____ _____ _____

_____ _____ _____

Your signature below is required for the release of information regarding the student or student's family financial eligibility for the programs checked above. Without your signature, this application cannot be processed.

Signature of parent or guardian: _____

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STUDENT ACCIDENT INSURANCE COVERAGE

POLICY GA-2200Ed.11-16(ID)(KS)(LA)(MN)(MT)(NC)(ND)(OH)

Premiums & Coverage Options	One Time Policy Year Premiums
School Time Coverage Grades PK-12 (Does NOT Include Interscholastic Sports Coverage grades 7-12) Protects the student while: a) attending regular school sessions, b) participating in or attending school-sponsored and supervised extracurricular activities, c) traveling directly to and from school for regular school sessions, and while traveling to and from school-sponsored and supervised extracurricular activities in school provided transportation. DOES NOT cover participation in interscholastic sports for students in grades 7-12.	$16
Full Time Coverage Grades PK-12 (Does NOT Include Interscholastic Sports Coverage grades 7-12) Covers the student 24 hours a day until school starts next year. Includes coverage while at home and school, on weekends and during summer vacation. DOES NOT cover participation in interscholastic sports for students in grades 7-12.	$99
School Time Coverage Grades PK-12 AND Interscholastic Sports Coverage Grades 7-12 (does not include Football grades 9-12) In addition to School-Time Coverage shown above, includes All Interscholastic Sports Coverage that protects the student while practicing for or competing in school-sponsored and supervised interscholastic sports including travel in school provided transportation for grades 7-12. DOES NOT cover Football for grades 9-12.	$91
Full Time Coverage Grades PK-12 AND Interscholastic Sports Coverage Grades 7-12 (does not include Football grades 9-12) In addition to the Full-Time Coverage shown above, includes All Interscholastic Sports Coverage that protects the student while practicing or competing in school-sponsored and supervised interscholastic sports including travel in school-provided transportation for grades 7-12. DOES NOT cover Football for grades 9-12.	$174
Football Coverage Grades 9 - 12 Protects the student while practicing for or competing in school-sponsored and supervised interscholastic football including travel in school-provided transportation for grades 9-12.	$250
Extended Dental Coverage Grades PK-12 Provides benefits up to a maximum of $5,000 for any dental Injury. Covers the student 24 hours a day until school starts next year. Treatment must begin within 60 days from the date of the Injury and must be performed within one year from the date of Injury. However, if within the one year period following the date of Injury the student's attending dentist certifies that dental treatment and/or replacement must be deferred beyond one year, the policy pays the estimated cost of such deferred treatment, but not to exceed $200 for each tooth. Benefits for prostheses are limited to $500 per injury, including procedures performed to install them. Dental prostheses include, but are not limited to: crowns, dentures, bridges, and implants. Extended Dental does not cover treatment for orthodontics, dental disease, or expenses that exceed the dental prosthesis maximum benefit limit.	$9

The Medical Benefits and Exclusions below apply to the Coverage Options listed above.

MEDICAL BENEFITS (What the Insurance Plan Pays) - When injury covered by the policy results in treatment by a Licensed Physician within 60 days from the date of accident, the Company will pay the Usual and Customary Charges (U&C) incurred for covered services as listed below, for charges actually incurred within one year from the date of injury up to the specified Maximum Medical Benefit of $50,000 per injury. (In MT and NC benefits are payable after the deductible per injury is satisfied, the deductible is the amount paid or payable for the same injury by Other Valid Coverage)

This policy will pay benefits regardless of Other Valid Coverage if the covered claim expense is less than $200. If the covered claim expense exceeds $200, benefits shall be paid first by Other Valid Coverage. (This coverage is excess in KS, and this coverage is primary in MT and NC after deductible, and in ID, IL)

All Amounts Listed Below are Per Injury

PHYSICIAN'S SERVICES
a) **Surgical Care** (surgeon, assistant surgeon, and anesthesia) ..... 80% U&C, up to $2,500
b) **Nonsurgical Care** (includes physiotherapy performed other than in a hospital, 1 visit per day) ..... U&C, up to $50 per visit, maximum 6 visits

HOSPITAL CARE
a) **Inpatient Care**
1) **Hospital Semi-Private Room** ..... U&C, up to $500 per day
2) **Hospital Miscellaneous Services** ..... 80% U&C, up to $2,500
b) **Outpatient Care**
1) **Facility Charges for Day Surgery** ..... U&C, up to $2,500
2) **Emergency Room** ..... 80% U&C, up to $500

Note: Benefits for hospital miscellaneous and outpatient care charges are limited to services not scheduled under Medical Benefits.

X-RAY SERVICES (includes charges for reading) ..... U&C, up to $250
LABORATORY SERVICES ..... U&C, up to $250
DIAGNOSTIC IMAGING (includes MRI, CT scan, bone scan and charges for reading) ..... U&C, up to $500
DENTAL TREATMENT (in lieu of all other medical benefits; for repair and/or replacement of each sound and natural tooth) ..... U&C, up to $250 per tooth (In SD, sound and natural is deleted)
AMBULANCE SERVICES ..... U&C, up to $500
ORTHOPEDIC APPLIANCES (when prescribed by a physician for healing) ..... U&C, up to $250
PRESCRIPTION DRUGS (take home) ..... U&C, up to $250
REPLACEMENT EYEGLASSES, CONTACT LENSES, HEARING AIDS (when medical treatment is required for covered injury) ..... U&C, up to $250
MOTOR VEHICLE INJURY ..... Same as any injury, up to $2,500 (In KS,$2,500 limit does not apply)

ACCIDENTAL DEATH AND DISMEMBERMENT

When injury covered by this policy results in Accidental Death or Dismemberment within 180 days from the date of accident, the following benefits will be payable.
Loss of Life ..... $2,500 Loss of an Eye ..... $2,500 Double Dismemberment ..... $10,000 Single Dismemberment $2,500

The policy contains a provision limiting coverage to the usual and customary charges. This limitation may result in additional out-of-pocket expenses for the insured.

K-1511/1513(2025)

Ameritas
Ameritas Life Insurance Corp.
Lincoln, Nebraska

ENROLLMENT FORM FOR STUDENT ACCIDENT INSURANCE

↑ STUDENT'S LAST NAME ↑ (one letter in each box)

STUDENT'S FIRST NAME M.I.
Please Print
Address _____
(Street)

_____
(City) (State) (Zip)

Email Address _____

Name of School _____

Name of District _____

Student's Age _____ Grade _____ Phone _____

X _____
GAA-2203Ed.11-16 (Signature of Parent or Guardian) (Date)

COVERAGE PLANS	One Time Policy Year Premiums
Full Time Coverage (Does NOT include Interscholastic Sports Coverage)	☐ $ 99
Full Time Coverage AND Interscholastic Sports Coverage (Does not include Football Grades 9-12)	☐ $174
School Time Coverage (Does NOT Include Interscholastic Sports Coverage)	☐ $ 16
School Time Coverage AND Interscholastic Sports Coverage (Does not include Football Grades 9-12)	☐ $ 91
Football Coverage (Grades 9-12)	☐ $250
Extended Dental Coverage (Grades PK-12)	☐ $ 9

DO NOT SEND CASH **TOTAL PREMIUM** _____

Make Checks payable to: **STUDENT ASSURANCE SERVICES, INC.**
*Please write student's name on the front of check. **NO REFUNDS**

K-1511/1513(2025)

EXCLUSIONS (What the Plan DOES NOT Pay)

1. Any sickness, disease, infection (unless caused by an open cut or wound), including but not limited to: aggravation of a congenital condition, blisters, headaches, hernia of any kind, mental or physical infirmity, Osgood-Schlatter disease, osteochondritis, osteochondritis dissecans, osteomyelitis, spondylolysis, slipped femoral capital epiphysis, orthodontics.
2. Injuries for which benefits are paid under Workers' Compensation or Employer's Liability Laws. (In NC, benefits are excluded if the employee, employer, or carrier is responsible or liable according to final adjudication or settlement order under state law)
3. Any Injury involving a two or three-wheeled motor vehicle or snowmobile or any motorized or engine driven vehicle not designed primarily for use on public streets and highways, unless the insured is participating in an activity sponsored by the Policyholder. (In ID, Insured must be participating as a professional)
4. The practice or play of interscholastic sports including travel to or from such activity, practice, or play for students in grades 7-12, unless such premium is paid.
5. In Kansas - No benefits are payable for accidental bodily Injuries arising out of a motor vehicle accident to the extent such benefits are payable under any medical expense payment provision (by whatever terminology used including such benefits mandated by law) of any automobile policy.
6. In Ohio - Reinjury if the insured participated in a covered activity against medical advice.

IT IS NOT THE INTENT OF THE POLICY TO PROVIDE BENEFITS FOR AN EXISTING MEDICAL PROBLEM. A re-injury will not be covered if the insured has received treatment within a period of 180 days prior to the effective date of the policy. (In OH, this provision does not apply)

WHAT KIND OF INSURANCE IS THIS?
This is accidental bodily injury insurance; it covers accidental bodily injury occurring while the coverage is in force. Medical illnesses such as ear infections or sore throats are not covered.

WHO SHOULD CONSIDER BUYING THIS INSURANCE?
1. All families with no other health coverage.
2. Families with other medical or dental coverage having deductibles, copays or coinsurance. Our policy applies benefits toward your other health coverage out-of-pocket expenses. (This coverage is primary in MT and NC after deductible, and in ID, IL)

HOW TO ENROLL

1. Select the desired coverage(s) from the options listed above. Premium cannot be prorated. There are two enrollment and payment options.
2. Complete the Enrollment Form and enclose the premium (check made payable to: STUDENT ASSURANCE SERVICES, INC. or credit card payment information). Please write the name of the student on the check. Return the premium payment with the requested enrollment information in an envelope and mail to: Student Assurance Services, Inc. P.O. Box 196, Stillwater, MN 55082-0196; OR
3. Complete enrollment form online at the Student Assurance Services, Inc. website www.sas-mn.com. The online form is available under the K-12 School Look-up.
4. Be sure to retain this brochure and a copy of the premium payment as proof of insurance. You will not receive a policy or ID card. The master policy is issued to the school.

EFFECTIVE AND EXPIRATION DATES

Coverage becomes effective the later of: the Master Policy Effective Date; or 12:01A.M. following the date the envelope containing the enrollment form and premium payment is postmarked by the U.S. Postal Service; or for online enrollment 12:01A.M. following the date the proper premium is received by the Plan Administrator. Interscholastic sports coverage expires on the last day of the authorized season of the current school year. School-Time and Full-Time coverage expire on the selected expiration date of the annual term policy.

HOW TO FILE A CLAIM

1. Notify the school and obtain a claim form immediately. The school will fill out Part A of the claim form if it's a school injury.
2. Parents complete Part B of the claim form. **Answer all questions.**
3. Submit copies of the student's *itemized bills* to the student's family medical and dental coverage first, even if there is a large deductible. The other insurance plan will send a report called an Explanation of Benefits (EOB). This plan is supplemental to all other valid coverage. The claim must be filed with the other coverage first! (Coverage is excess in KS, primary in MT and NC after deductible, and in ID, IL) This Plan **DOES NOT** cover penalties imposed for failure to use providers preferred or designated by the primary coverage. (In KS, penalty does not apply)
4. Send the completed claim form, copies of student's itemized bills and EOB to:
   STUDENT ASSURANCE SERVICES, INC.
   PO BOX 196 • STILLWATER, MN 55082
5. No claim can be completed until **all of the above documents** have been provided.

NOTE: Student must be treated by a Licensed Physician within 60 days of the date of the injury. Proof of claim should be submitted within 90 days from the date of accident, or a reasonable time thereafter not to exceed one year. Itemized bills should be submitted within 90 days from the date of treatment or reasonable time thereafter not to exceed one year. The policy is responsible only for expenses incurred within one year. (In NC, itemized bills must be submitted within 180 days from the date of treatment, not to exceed one year)

This provides a very brief description of some of the important features of the insurance policy. It is not the insurance policy and does not represent it. A full explanation of benefits, exceptions and limitations is contained in the Group Accident Insurance Policy Form GA-2200Ed.11-16 (and any state specific), and any applicable endorsement(s). This policy is considered term accident insurance (except in ID) and is non-renewable. This product may not be available in all states and is subject to individual state regulations. The Master Policy is issued to the School District/School. A copy of the Privacy Notice and Certificate of Coverage (where applicable) may be obtained on the website www.sas-mn.com.

K-1511/1513(2025)

Administered by

STUDENT ASSURANCE SERVICES, INC.
PO Box 196 • Stillwater MN 55082-0196
Toll Free 800-328-2739 - (651) 439-7098

www.sas-mn.com

STUDENT ASSURANCE SERVICES INCORPORATED

HAVE QUESTIONS?
CALL US TOLL FREE AT
(800) 328-2739 OR (651) 439-7098

Underwritten by

Ameritas.
Ameritas Life Insurance Corp.
Lincoln, Nebraska

STUDENT ACCIDENT INSURANCE CREDIT CARD PAYMENT

INDICATE PREMIUM SELECTED AND COMPLETE THE REQUESTED ENROLLMENT INFORMATION FOUND ON THE REVERSE SIDE OF THIS FORM.
There is a $5.00 Processing Fee added to ALL Credit Card Transactions (does not apply to IN, NC residents)

☐ Please charge $ _____ + $5.00 Processing Fee = $ _____ to the following credit card: ☐VISA® ,☐MasterCard®, or ☐Discover®

Credit Card Number | Security Code (on back of card, 3 digits) | Card Expiration Date (Month) (Year)

Credit card billing will state: "Student Assurance Services, Inc."

Print Cardholder Name _____ Date ____ / ____ / ____

Cardholder Signature _____

Cardholder Address _____
(Street) (City) (State) (Zip)

Telephone Number (_____) _____ - _____

GAA-2203Ed.11-16

K-1511/1513(2025)

DETACH - Place inside envelope

CATASTROPHIC ACCIDENT INSURANCE

2025 – 2026 School Year

pomi® Simple. Easy. Awesome

Powered by: GREAT AMERICAN INSURANCE COMPANY

BENEFIT SUMMARY

- Provides Accident Medical Expense Benefits with a maximum benefit of $5,000,000 per Insured per Covered Accident. Accident Expense Benefits are payable:
  (a) after $25,000 of covered expenses have been incurred within two years after the date of the Covered Accident; and
  (b) after benefits have been paid under other Health Care Plans; and
  (c) for Covered Expenses incurred within 10 years from the date of the Covered Accident.
- Provides an Accidental Death benefit of $10,000, and a Dismemberment benefit of up to $20,000.

CLASS DESCRIPTION & COVERAGE

- CLASS 1: All student athletes, student managers, student trainers, student coaches, cheerleaders and band members who participate in school sponsored and supervised interscholastic athletic activities.
- CLASS 2: All students, from pre-kindergarten through the twelfth grade, while they are attending regularly scheduled classes and taking part in all school-sponsored and supervised activities including off-season athletic training and conditioning, except interscholastic athletics. (Includes Class 3 students, if Class 2 students are covered under the Policy)
- CLASS 3: All students who participate in all school-sponsored and supervised extracurricular non-athletic activities and clubs.

PREMIUM

• CLASS 1:	$3.25 per student
• CLASS 2:	$1.20 per student
• CLASS 3:	$0.40 per student

100% participation is required - Minimum Policy Premium - $500.00

HOW TO ENROLL

- Please complete the attached APPLICATION
- Include your check with the APPLICATION made payable to Student Assurance Services, Inc.
- Please send the APPLICATION and check to:

STUDENT ASSURANCE SERVICES, INC.
P.O. BOX 196
STILLWATER, MN 55082-0196

CONTACT INFORMATION

- Marketed by: Student Assurance Services, Inc.
  333 North Main Street
  P.O. Box 196
  Stillwater, MN 55082-0196
  Phone (651) 439-7098 – Toll Free 1-800-328-2739
- Underwritten by: Great American Insurance Group
  Cincinnati, Ohio 45202

This brochure provides a summary of the coverage to be provided and is not intended to substitute for or duplicate policy provisions. It is subject to the provisions of the policy of insurance to be issued by Great American Insurance Company. You will need to contact us for exact policy language, as well as for any limitations and restrictions that may be applicable. The policy is the only contract between the Policyholder and us. It contains the actual terms, conditions and limits of the coverage to be provided. If there is any conflict between this quote and the policy, the policy will govern in all cases. Acceptance of this quote is contingent upon and subject to the actual terms and conditions of the policy as issued.

- **Description of Coverage**
  This plan provides benefits for Covered Expenses incurred for treatment of injuries resulting directly, and independently of all other causes, from a Covered Accident. The Covered Accident must occur while the student is taking part in the activity described in the Covered Activity(ies), or while traveling, via transportation provided by the school, directly to or from an activity as a member of a group supervised by the school.
- **General Limitations**
  Benefits are payable only for Covered Losses incurred as a result of participation in Covered Activities.
  LIMITATION ON MULTIPLE COVERED ACTIVITIES: If an Insured suffers a Covered Loss while participating in more than one Covered Activity, We will pay only one benefit, the largest benefit unless there is a specific written exception in this Policy. LIMITATION ON MULTIPLE BENEFITS: If an Insured can recover benefits under more than one of the Benefits stated in the Schedule, as a result of the same Accident, We will pay only one benefit, the largest benefit.

- **Accident Medical Expense Benefits**
  If, as a result of a covered Injury, the Insured, requires care and treatment rendered by a doctor, the Company will pay the Usual and customary charges which are deemed medically necessary provided the first expense is incurred no later than 180 days after the date of the Covered Accident. This Benefit is payable subject to the Benefit Maximum per Covered Accident, the Deductible, and the Maximum Benefit Period shown in the Application.
  The benefit amount for this benefit is payable in excess of any In Force Policy and its applicable deductible. In the event and only in the event of the reduction or exhaustion of the limit of insurance of the In Force Policy solely as the result of actual payment of benefits covered thereunder, this Policy shall pay excess of the reduced limit of insurance of the In Force Policy and its applicable deductible. This Policy shall only pay pursuant to the terms and conditions of this Policy and no other policy. We will pay the Usual and Customary amount, reduced by the payment by any other insurance plan. This Policy will recognize payment by any other insurance plan as reducing or satisfying the deductible amount of this Policy.
- **Accidental Death and Dismemberment Benefit**
  If an Insured suffers a loss of life as a result of a Covered Injury, We will pay the applicable amount shown in the Schedule. The death must occur within 365 days of the Covered Injury.
- **Accidental Dismemberment Benefit**
  If a Covered Injury to an Insured results in any of the following Covered Losses, We will pay the percentage shown below. The Covered Loss must occur within 365 days of the Covered Accident. The benefit amount is based on the maximum amount shown in the Schedule for the person suffering the Covered Loss.

Covered Loss	Percentage of Maximum Amount	Covered Loss	Percentage of Maximum Amount
Both Hands or Both Feet	100%	Sight of Both Eyes	100%
One Hand or One Foot plus the loss of Sight of One Eye	100%	Speech and Hearing	100%
One Hand; One Foot; or Sight of One Eye	50%	Hearing in One Ear	25%
Thumb and Index Finger of the same Hand	25%		

- For purposes of this Benefit, DEFINITIONS is amended to include the following: Covered Loss means:

1. For a foot or hand, actual severance through or above the ankle or wrist joint;
2. For thumb and index finger, complete severance through or above the metacarpophalangeal joint of Both digits;
3. Total and permanent loss of sight;
4. Total and permanent loss of speech; or
5. Total and permanent loss of hearing.

- **General Exclusions -** A loss will not be a Covered Loss if it is caused by, contributed to, or results from:

1. Sickness, disease, mental infirmity, emotional or psychological trauma, or bacterial or viral infection, or medical or surgical treatment thereof, except for any bacterial infection resulting from an accidental external cut or wound or accidental ingestion of contaminated food;
2. Suicide, self-destruction, attempted suicide or self-destruction, or intentional self-inflicted injury, while sane or insane;
3. War or any act of war, whether declared or not;
4. Commission of, or attempt to commit, a felony, an assault, or other illegal activity;
5. The covered person being legally intoxicated as determined according to the laws of the jurisdiction in which the injury occurred
6. The covered person being intoxicated or under the influence of any drugs or narcotics unless administered by or upon the advice of a physician.
7. Any loss arising out of terrorism or terrorist acts.
8. Injury covered by workers' compensation, employer's liability laws, or similar occupational benefits, or while engaging in activity for monetary gain from sources other than the Policyholder;
9. A covered accident that occurs while on active duty service in the military, naval or air force of any country or international organization. Upon our receipt of proof of service, we will refund any premium paid for this time. Reserve or National Guard active duty training is not excluded, unless it extends beyond 31 days;
10. Travel in any aircraft owned, leased, or controlled by the Policyholder, or any of its subsidiaries or affiliates. An aircraft will be deemed to be "controlled" by the Policyholder if the aircraft may be used as the Policyholder wishes for more than 10 straight days, or more than 15 days in any year;
11. Practice or play in any sports activity, including travel to and from the activity and practice, except as specifically provided in the policy;
12. Aggravation, during a covered activity, of an injury the covered person suffered before participating in that covered activity, unless we receive a written medical release from the covered person's physician;
13. Participation in covered activities not sponsored by or under the supervision of the Policyholder.
14. The covered person riding or driving in any kind of race.

- **Accident Medical Exclusions:** In addition to the General Exclusions stated in the Policy, We will not cover expenses under this additional benefit for:

1. Pre-existing conditions occurring within the first 12 months of coverage (except as specifically provided by the policy);
2. Treatment by persons employed or retained by a Policyholder, or by any immediate family member or member of the covered person's household;
3. Pregnancy, childbirth, or miscarriage;
4. Elective abortion, an abortion for any reason other than to preserve the life of the female upon whom the abortion is performed;
5. Mental and nervous disorders (except as specifically provided in the policy);
6. Damage to or loss of dentures or bridges, or damage to existing orthodontic equipment (except as specifically covered by the policy);
7. Elective or cosmetic surgery, except for reconstructive surgery needed as the result of an injury;
8. Eyeglasses, contact lenses, hearing aids, wheelchairs, braces, appliances, examinations or prescriptions for them, or repair or replacement of artificial limbs, orthopedic braces, or orthotic devices (except as specifically provided in the policy;
9. Expenses for which the covered person would not be responsible for in the absence of this policy;
10. Treatment of injuries that result over a period of time (such as blisters, tennis elbow, etc.), and that are a normal, foreseeable result of participation in the covered activity;
11. Treatment or service provided by a private duty nurse (except as specifically provided in the policy);
12. Replacement of artificial limbs, eyes, or other prosthetic appliances;
13. Routine physicals, check-ups, routine ob-gyn visits, pap smears, or wellness visits;
14. Overuse symptoms including, but not limited to, bursitis, tendonitis, shin splints, stress fractures, heat exhaustion, heat stroke, heat prostration, malfunctions of the heart, embolism, reinjures or the aggravation thereof, sprains, hernia, strains, muscle tears, or repetitive motion injury, except as specifically provided in the policy;
15. Expenses due to an aggravation or re-injury of a pre-existing condition (except as specifically provided in the policy);
16. Repair or replacement of existing dentures, partial dentures, braces, fixed or removable bridges, or other artificial dental restoration (except as specifically provided in the policy);
17. Repair, replacement, examinations for prescriptions, or the fitting of eyeglasses or contact lenses;
18. Medical expenses and disability for which the covered person is entitled to benefits under any Worker's Compensation Act;
19. Expenses incurred that are in excess of reasonable charges, or expenses that are not medically necessary; or
20. Dental treatment necessitated by sickness, deterioration or disease, for cosmetic, preventive, diagnostic or orthodontic purposes, or by any reason other than an injury.

- **Definitions**
  Accident means a sudden, abrupt, and unexpected event. **Covered Accident** means an accident that occurs directly and independently of all other causes while coverage is in effect for a covered person resulting in a covered loss or injury under the policy for which benefits are payable. **Contributory** means the Insured is required to pay all or a portion of the premium. Whether the benefits are Contributory or Non-Contributory is stated in the Schedule. **Covered Activity** means those activities set out in the Covered Activities section of the schedule of benefits, with respect to which covered persons are provided accident insurance under the policy. **Covered Loss** or **Covered Losses** means an accidental death, dismemberment or other injury covered under the policy. **Covered Person** means an eligible person, who enrolls for coverage, if required, and for whom the required premium is paid. **Eligible Person** means a person in a Class of Eligible Persons, as shown in the schedule of benefits. **Injury** means bodily injury sustained by a covered person caused by a covered accident that:
  1. Occurs while this policy is in effect as to the person whose injury is the basis of claim;
  2. Occurs while the covered person is participating in a covered activity; and
  3. Results directly and independently of all other causes in a covered loss.

  Physician means a provider or practitioner who:
  1. Is properly licensed or certified to provide care or treatment under the laws of the state where he or she practices;
  2. Provides services that are within the scope of his or her license or certificate; and
  3. Is neither the covered person nor a member of the covered person's household or an immediate family member.

  Schedule of Benefits means the benefits, benefit amounts, terms, limitations and provisions of coverage selected by the Policyholder which is attached to and made a part of this policy. **Spouse** means an adult person with whom the covered person enters into a marriage, civil union, or comparable relationship in a state or nation in which the marriage, civil union or comparable relationship is sanctioned by law and legally valid at the time it is entered into by the parties. **Policy** means the contract issued by us to the Policyholder for the benefit of a covered person.

LIFETIME CATASTROPHIC ACCIDENT INSURANCE COVERAGE 2024 – 2025



For Further Information; Please contact:

Dissinger Reed, A Division of HUB International
9200 Ward Parkway, Suite 500
Kansas City, MO 64114
Phone (800) 386-9183 Fax (913) 491-0527

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION (NSAA)
2024-2025 CATASTROPHIC ACCIDENT INSURANCE
GENERAL SUMMARY

The Nebraska School Activities Association (NSAA) has purchased excess catastrophic accident insurance for the 2024-2025 school year, effective 08/01/2024. This plan is provided through American Specialty Insurance and Risk Services, of Fort Wayne, Indiana. Coverage is underwritten by Mutual of Omaha Insurance Company in Omaha, Nebraska.

ELIGIBILITY
All student athletes, student managers, student trainers, student cheerleaders and student participants in interscholastic competition and activities.

COVERED EVENT(S)
Eligible insureds are covered while participating in interscholastic competitions and activities governed by the regulations of the state high school athletic/activities authority, including school supervised tryouts, practices and game related activities. Coverage is also provided while traveling in transportation: (a) paid for or reimbursed by the Policyholder/Sponsoring Organization; and (b) proceeding directly to and from and without interruption between approved locations authorized by the Policyholder/Sponsoring Organization.

DESCRIPTION OF COVERAGE
Benefits are payable for Medical Expenses incurred by an Insured following a covered accident subject to: (a) the $50,000.00 Covered Accident Deductible (it must be satisfied within 24 months from the date of the accident), (b) the Lifetime Maximum Benefit Period and (c) the Maximum Benefit Amount of $2,000,000.00. Coverage is excess of Other Insurance Plans.

Benefit Highlights include:

1. $20,000.00 Accidental Death, Dismemberment, Loss of Sight, Speech or Hearing Benefit.
2. $125,000.00 Combined Home Health Care and Custodial Care Benefit per calendar year.
3. Special Expense Benefit: Includes those reasonable and customary expenses incurred for special items to accommodate the insured person's physical disability or adaptation/modification of the insured person's housing or motor vehicle. All special items, modification or adaptation expenses must be approved by the doctor to be medically necessary and appropriate for the insured person. The benefit maximum is $100,000.00 during the first ten years following the date of the accident and $50,000.00 during each ten year period thereafter.
4. $50,000.00 Adjustment Expense Benefit: Includes those reasonable and customary expenses incurred: (a) for training a member of the Immediate Family to perform Rehabilitative or custodial functions necessary to the care of the insured; (b) for travel expenses for Immediate Family members between their home and the insured's place of treatment; and (c) for lost earnings by the insured's parents, due to and in connection with a covered accident.
5. College Education Benefit: Maximum college education benefit of $50,000.00. The insured must commence or recommence undergraduate study within 10 years after the date of the covered accident. The College Education Benefit will terminate at the earlier of: a) the date the Insured Person completes the requirements for any undergraduate degree; b) the twentieth (20^{th}) anniversary of the date of the commencement or re-commencement of undergraduate study; and, c) the date the Maximum Aggregate Benefit has been met.
6. Paralysis Benefit: Maximum Benefit Amount of $20,000.00 if an Insured, as the result of a covered accident, is paralyzed within 60 days of the covered accident, remains paralyzed for twelve months and has been medically diagnosed that the paralysis is permanent.

See the benefit Schedule attached for additional details.

NONDUPLICATION OF BENEFITS. If any item of expense is payable under more than one provision of this policy, payment will be made only under the provision providing the greater benefit.

EXCLUSIONS AND LIMITATIONS
No benefits are payable for:

1. Repetitive Motion Injuries or the aggravation thereof;
2. bacterial infection, except infection of and through a wound accidentally sustained;
3. loss from intentionally self-inflicted injury, suicide while sane or insane;
4. loss from commitment of or an attempt to commit a felony, or engagement in an illegal activity;
5. loss from an act of declared or undeclared war;
6. loss from participation in a riot or insurrection;
7. loss from travel or flight in or descent from any aircraft, unless the Insured is a passenger for authorized group or team travel on a regularly scheduled flight on a commercial airline, or is a passenger on an aircraft chartered solely for the purpose of travel which has a valid airworthiness certificate from the jurisdiction in which operated and which is being operated by a duly licensed pilot;
8. charges which exceed the Allowable Expense;
9. charges incurred for dental work unless the Insured sustains an Injury which results in damage to his or her natural teeth;
10. charges incurred for television, telephone, water pitcher, and other personal convenience items, or expenses for other persons, except as may be specifically provided for elsewhere in this policy;
11. charges incurred for services or supplies not specifically provided for in the policy;
12. charges which would not have been made in the absence of insurance or which the Insured is not legally obligated to pay;
13. charges incurred for cosmetic procedures, unless made Medically Necessary by an Injury;
14. charges incurred for eyeglasses, contact lenses, or hearing aids or for any examination or fitting related to these devices unless made Medically Necessary by an Injury;
15. charges incurred for care, treatment, or service which is not Medically Necessary to the diagnosis or treatment of an Injury;
16. charges incurred for the professional services of a person who either lives with the Insured or is an Immediate Family Member;
17. charges incurred for Experimental or Investigational Drug or Treatment;
18. charges incurred for articles of clothing which are intended for use more than once;
19. routine medical examination and related medical services;
20. charges which are recoverable from any other insurance policy, service contract, Workers' Compensation, or other arrangements of insured or self-insured group coverage;
21. injuries associated with activities or travel outside the United States, unless the Injury occurred as part of an Activity held outside the United States and the treatment is not considered an Experimental or Investigational Drug or Treatment in the United States;
22. Pre-existing Condition;
23. any loss sustained or contracted in consequence of the Insured's being intoxicated or under the influence of any narcotic unless administered on the advice of the Insured's Physician;
24. Injury caused by, attributable to, or resulting from the Insured's Intoxication;
25. Injury caused by, attributable to, or resulting from the Insured's use of a Controlled Substance unless administered on the advice of a Physician and taking the prescribed dosage.

CLAIMS ADMINISTRATION
Claims will be paid by the Mutual of Omaha Special Risk Services Department. The claim procedure is prompt and efficient and there is a toll-free number for schools, parents and providers to use. Each NSAA member school will receive claim forms. When there is a school-related Injury, the school's responsibility is to verify the student's name and the circumstances of the Accident. Once the claim is filed by the parents and/or providers of the service, there is no further school involvement.

Mail the completed claim form to:

Mutual of Omaha Special Risk Services
P.O. Box 31156
Omaha, NE 68131

Call our toll-free number with Claim questions: **1-800-524-2324**

The above is a general summary of the insurance. The policy on file with the NSAA contains all of the provisions, exclusions, and qualifications of the insurance benefits. If any discrepancy exists between this summary and the policy, the policy will govern and control the payment of benefits. Copies of the policy are available from the office of the NSAA.

Coverage Underwritten by: Mutual of Omaha Insurance Company; 3300 Mutual of Omaha Plaza, Omaha, NE 68175

ALLOCATED CATASTROPHIC SCHEDULE OF BENEFITS

Covered Accident Deductible: $50,000

Eligible medical expenses payable under any other insurance policy or service contract will be used to satisfy or reduce the Covered Accident Deductible.

Aggregate Limit of Liability: $2,000,000

The maximum amount for which We are liable for an Insured Person for all benefits under this plan due to any one Accident.

Full Excess Medical, Dental, Rehabilitative and Custodial Care Expense Benefits:

Benefit Percentage	100%
Deductible Establishment Period	24 Months
Maximum Benefit Period	Lifetime from the accident date
Maximum Benefit Amount	$2,000,000
Maximum for Medically Necessary Hospital Inpatient Services and Supplies	Included in Medical Maximum
Maximum for Confinement in an Extended Care Facility Per Calendar Year	$365,000
Daily Room And Board Limit For:	
Private Or Semi-Private Room	Average Semi-Private Rate Of Hospital In Which Confined
Intensive Care	Allowable Expense
Combined Home Health and Custodial Care Maximum Benefit per Calendar Year	$125,000
Treatment Of Mental Or Nervous Disorders	
Doctor Fees (Amount Per Visit / Visits Per Day / Visits Per Calendar Year)	$90 / 1 / 50
Inpatient Hospital	Up To 45 Days
Spinal Manipulation Benefit Maximum Amount Per Calendar Year	$1,000
Maximum Outpatient Physical Therapy Benefit Amount per Calendar Year	$50,000
Physical Therapy includes, but is not limited to: heat treatment, diathermy, microtherm, ultrasonic, adjustment and manipulation.	
Prosthetic Devices Benefit	
Maximum Benefit Amount payable during the first two (2) Years after the covered accident	$100,000
Maximum Benefit Amount payable for each consecutive ten (10) year period immediately thereafter	$100,000 ($200,000.00 if amputation of the leg above the knee)
Lifetime Maximum Benefit Amount	$500,000 ($750,000.00 If amputation of the leg above the knee)

Accidental Death, Dismemberment, or Loss of Sight, Speech or Hearing Benefit:

Principal Sum	$20,000
Loss Establishment Period	180 Days

Loss of Life Due To Heart or Circulatory Malfunctions Benefit:

Maximum Benefit Amount	$20,000
Loss Establishment Period	90 Days

Disability Benefit:

Total Disability Benefit	$1,500 Per Month
Monthly Gross Earnings Limit for Total Disability	$2,500 for 6 Months
Total Disability Maximum Period Payable	Lifetime
Partial Disability Benefit Amount	$750 Per Month
Monthly Gross Earnings Limit for Total Disability	$2,500 for 6 Months
Partial Disability Maximum Period Payable	Lifetime

Adjustment Expense Benefit:

Expense For Training Of Family Member Within # Of Months After Covered Accident	$10,000 / 24
Expense For Travel Per Family Member Within # Of Months After Covered Accident	$5,000 / 24
% Of Gross Lost Earnings / Not To Exceed Amount Per Week / During The Specified # Of Weeks / Within # Of Months After Covered Accident.	75% / $500 / 30 Weeks / 24
Maximum Lifetime Benefit	$50,000

Special Expense Benefit:

Limit During the First 10 Years Following The Date of the Covered Accident	$100,000
Limit For Each 10 Year Period Thereafter	$50,000

College Education Benefit

Loss Establishment Period	10 Years
Maximum Aggregate Benefit	$50,000

Paralysis Benefit:(Beginning within 60 days of injury, continuing for 12 months and diagnosis of permanence)

Maximum Principal Sum Amount	Up to $20,000
Loss Establishment Period	60 days from date of Injury
Paralysis Waiting Period	12 consecutive months

STUDENT ASSURANCE SERVICES INCORPORATED

STUDENT ASSURANCE SERVICES, INC.

Specializing in Student Accident Insurance

CATASTROPHIC ACCIDENT COVERAGE

Coverage Description

- Deductible per injury $25,000 – Benefits paid by any other insurance, including primary health insurance, and the basic plan coverage that we provide will help satisfy the deductible. (Disappearing Deductible).
- Medical Benefit Maximum - From $1,000,000 to $6,000,000
- Death and Dismemberment Benefit - $10,000/$20,000 (not subject to deductible)
- Benefit Period – 10 years
- Catastrophic Cash Benefit – up to $600,000
- Excess Provision – Full excess except the following will be paid as primary: IL association non-schools only, CO, ID, MD, ND, NH, NY, and OH)
- Medical Expense – Benefit Schedule is paid at the Usual and Customary with no sub-limitations except for Crisis Management.
- Crisis Management Benefit - Counseling sessions are limited to $100 per session, 25 sessions, within one year of covered accident.

Why Have This Type of Insurance for your Student

- This plan will provide coverage for all school sponsored and supervised activities, depending on covered class selected.
- This Plan provides coverage for felonious assault as any other accident, which will include attack by gun (active shooter) or knife. Plan also includes coverage for injuries incurred by students that occur in school provided transportation.
- The Death or Dismemberment benefit is not subject to the deductible and is payable for any covered class selected.

Important Information On Other Side

Who We Are

- Student Assurance Services is an agency that specializes in providing Student Accident Insurance to PK-12 Students.
- We were established in 1971 and have been serving schools for over 45 years.
- We are located at 333 N. Main Street, PO Box 196, Stillwater MN 55082, Phone 800-328-2739, email info@sas-mn.com

Who Is The Underwriter

- The Student Accident Catastrophic coverage is underwritten by Great American Insurance Group. Their home office is located in Cincinnati, Ohio 45202. They are rated A+ by A.M. Best.

Claims Administration

All claims and correspondence should be sent to:
Student Assurance Services, PO Box 196, Stillwater, MN 55082, 1-800-328-2739. Student Assurance Services will administer and process all claims for both the base plan and the catastrophic plan underwritten by Great American Insurance Group. Claims will be seamless. Only one claim form will be needed, and claims covered under both policies will automatically roll to the catastrophic plan.

How to Purchase Coverage

Contact Student Assurance Services, Inc.
PO Box 196
Stillwater, MN 55082
1-800-328-2730 or your local appointed agent

Important Information On Other Side

STUDENT ASSURANCE SERVICES INCORPORATED

Student Injuries Can Happen

Medical Expenses Can Be a Financial Hardship When the Unexpected Occurs

Approved By Your School/School District - Available for All Students PK-12

What is Student Accident Insurance?

- Coverage that provides financial assistance with your out-of-pocket medical expenses when your student sustains an accidental bodily injury.

Why Consider Student Accident Insurance For Your Student?

- High Deductible/Copayments to your Family's Primary Health Insurance
- No Health Insurance for your Student
- Your Student participates in a interscholastic sport where an unexpected injury is more likely to occur.
- Your Student is prone to injuries

Coverage Options Available Through Your School

- School Time Coverage - $16.00
- 24-Hour/Full-Time Coverage - $99.00
- Interscholastic Sports Coverage
  (w/School Time-$91.00 or 24 Hour Coverage-$174.00)
- Football Coverage - $250.00
  (Grades 9-12 for the football season)
- Extended Dental Coverage - $9.00

Premium Paid Once a School Year

To Enroll Your Student & Review Medical Benefits

Go to: www.sas-mn.com

or scan this QR code with your smart phone to be directed to our website

Please locate "K-12 Students & Parents" on our homepage. Within this division, you will be able to search for your student's school district. Once located, you will have access to the following information:

- Purchase Coverage
  (Managed Online or by Printing/Mailing Enrollment Form and premium)
- Brochure (English & Spanish)
  (Explains medical benefits, exclusions and coverage options)
- Claim Form
  (fillable form when enrolled student sustains injury)

For Questions, Call Student Assurance Services at (800) 328-2739






Specializing in Student Accident Insurance Since 1971.

The above information is just a brief description of Student Assurance Service's student accident insurance. For more information including costs, benefits, effective dates, exclusions, limitations, please refer to www.sas-mn.com Students are able to purchase coverage only if his/her school district is a policyholder with the insurance company

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Student Accident/Catastrophic Insurance	NSAA Catastrophic Insurance
$3.25/student	Cost covered by NSAA
$5 million catastrophic coverage	$2 million catastrophic coverage
$25,000 deductible (vanishing)	$50,000 deductible
$10,000 death benefit (not subject to deduct)	$20,000 death benefit (not subject to deduct)
Covers all extra-curricular activities	Covers NSAA activities
10 year benefit	Lifetime benefit
Supplemental to ALICAP (which is required)	Supplemental to ALICAP (which is required)
SOME DIFFERENCES	
In 25 states (most Nebraska Schools)	$50,000 college education benefit
Provides crisis counseling	
District membership allows parents eligible to purchase additional coverage	
Total Cost	
Class 2 - $1.20/student*1025=$1230 Class 1(7th/8th) - $3.25/student*165=$536.25 Class 1 (7th-12th) - $3.25/student*510=$1657.50	NSAA - no cost
Difference between 7th/8th-7th-12th (all pk -12 with Class 2	
Class 2 w/7th/8th = $1,766.25 **Class 2 w 7th-12th = $2,887.50** **Difference = $1,121.25**	
From Alicap: ALICAP has always encouraged schools to continue to purchase that traditional Student Accident Insurance, as ALICAP does not provide coverage for students. Rather, the times when ALICAP would assist with Student Accidents is when the school could be found negligent for proper supervision or the facility caused the accident etc.	

AIA® Document G702® – 1992

Application and Certificate for Payment

TO OWNER:	Wayne County School District 90-0017 a/k/a Wayne Community Schools 611 W. 7th Street Wayne, NE 68787	**PROJECT:**	22-022 WCS Early Childhood Center & HS	**APPLICATION NO:**	023
				PERIOD TO:	May 31, 2025
				CONTRACT FOR:	
FROM	Hausmann Construction, Inc.	**VIA**	Carlson West Povondra Architects	**CONTRACT DATE:**	August 30, 2022
CONTRACTOR:	8885 Executive Woods Drive Lincoln, NE 68512	**ARCHITECT:**	5060 Dodge Street Omaha, NE 68132	**PROJECT NOS:**	22-022 / /

Distribution to:
OWNER : [ ]
ARCHITECT : [ ]
CONTRACTOR : [ ]
FIELD : [ ]
OTHER : [ ]

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM		25,072,766.00
2. NET CHANGE BY CHANGE ORDERS		808,728.97
3. CONTRACT SUM TO DATE (Line 1 ± 2)		25,881,494.97
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		25,881,494.97
5. RETAINAGE:		
a. 0.00% of Completed Work (Column D + E on G703: 0.00)=	0.00	
b. 0.00% of Stored Material (Column F on G703: 0.00)=	0.00	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)		825,001.41
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)		25,056,493.56
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		24,660,499.08
8. CURRENT PAYMENT DUE		395,994.48
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)		825,001.41

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	828,138.97	19,410.00
Total approved this Month	0.00	0.00
TOTALS	828,138.97	19,410.00
NET CHANGES by Change Order		808,728.97

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: _____ Date: 6/3/25

State of: Nebraska
County of: Madison

GENERAL NOTARY - State of Nebraska
Mary J Gansebom
My Comm. Exp. Jan. 30, 2028

Subscribed and sworn to before me this June 3 day of 2025

Notary Public: Mary J. Gansebom

My Commission expires: 1/30/2028

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED 395,994.48

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: 06.04.2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

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AIA® Document G703® – 1992

Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
Use Column I on Contracts where variable retainage for line items may apply.

22-022 WCS Early Childhood Center & HS

APPLICATION NO:	023
APPLICATION DATE:	May 31, 2025
PERIOD TO:	May 31, 2025
ARCHITECT'S PROJECT NO:	22-022

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Site Access & Control	387,000.00	385,000.00	2,000.00	0.00	387,000.00	100.00%	0.00	11,509.83
2	Earthwork	227,000.00	227,000.00	0.00	0.00	227,000.00	100.00%	0.00	6,751.24
3	Utilities	452,195.00	445,578.00	6,617.00	0.00	452,195.00	100.00%	0.00	13,448.80
4	Surveying	20,280.00	20,280.00	0.00	0.00	20,280.00	100.00%	0.00	603.15
5	Irrigation Allowance	44,890.00	22,000.00	22,890.00	0.00	44,890.00	100.00%	0.00	1,335.08
6	Landscaping/Sod/Seeding	54,859.00	42,000.00	12,859.00	0.00	54,859.00	100.00%	0.00	1,631.57
7	Fencing & Control	18,165.00	18,165.00	0.00	0.00	18,165.00	100.00%	0.00	540.25
8	Striping	7,710.00	4,500.00	3,210.00	0.00	7,710.00	100.00%	0.00	229.30
9	Selective Demolition	270,030.00	270,030.00	0.00	0.00	270,030.00	100.00%	0.00	8,031.00
10	Temp Walls/Temp Flooring	328,300.00	328,300.00	0.00	0.00	328,300.00	100.00%	0.00	9,764.02
11	Auditorium Scaffolding Allowance	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%	0.00	2,230.59
12	Final Cleaning	41,359.00	32,500.00	8,859.00	0.00	41,359.00	100.00%	0.00	1,230.06
13	Concrete Foundations/Flatwork	1,217,100.00	1,217,100.00	0.00	0.00	1,217,100.00	100.00%	0.00	66,197.95
14	Precast Materials	1,383,870.00	1,383,870.00	0.00	0.00	1,383,870.00	100.00%	0.00	41,157.89
15	Grouting	58,540.00	58,540.00	0.00	0.00	58,540.00	100.00%	0.00	1,741.05
16	Masonry	522,000.00	522,000.00	0.00	0.00	522,000.00	100.00%	0.00	15,524.88
17	Structural Steel Supply	622,400.00	622,400.00	0.00	0.00	622,400.00	100.00%	0.00	18,510.89
18	Precast/Steel Erection & Hoisting	770,280.00	770,280.00	0.00	0.00	770,280.00	100.00%	0.00	22,909.01
19	Glu Laminated Materials	51,905.00	51,905.00	0.00	0.00	51,905.00	100.00%	0.00	1,543.71
20	Wood Framing/Rough Carpentry	479,870.00	479,870.00	0.00	0.00	479,870.00	100.00%	0.00	14,271.89
21	Finish Carpentry	295,000.00	265,900.00	29,100.00	0.00	295,000.00	100.00%	0.00	8,773.64
22	Millwork/Casework & Lab Casework	698,423.00	657,854.00	40,569.00	0.00	698,423.00	100.00%	0.00	20,771.90
23	Roofing & Siding	899,951.00	899,951.00	0.00	0.00	899,951.00	100.00%	0.00	41,765.58
24	Metal Panels	93,864.00	93,864.00	0.00	0.00	93,864.00	100.00%	0.00	2,791.62
25	Waterproofing/Air Barriers	47,670.00	47,670.00	0.00	0.00	47,670.00	100.00%	0.00	1,417.76
26	Joint Sealants/Expansion Control	136,815.00	121,900.00	14,915.00	0.00	136,815.00	100.00%	0.00	4,069.04

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A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
27	Doors/Frames/Hardware Supply	281,329.00	281,329.00	0.00	0.00	281,329.00	100.00%	0.00	8,367.05
28	Glazing	627,302.00	595,693.00	31,609.00	0.00	627,302.00	100.00%	0.00	21,156.68
29	Overhead Doors	13,600.00	13,600.00	0.00	0.00	13,600.00	100.00%	0.00	404.48
30	Framing & Drywall	1,155,360.00	1,155,360.00	0.00	0.00	1,155,360.00	100.00%	0.00	34,361.74
31	Acoustic Ceilings & Wall Panels	502,985.00	502,985.00	0.00	0.00	502,985.00	100.00%	0.00	14,959.35
321	Flooring & Tile	656,776.00	635,346.00	21,430.00	0.00	656,776.00	100.00%	0.00	19,533.27
33	Painting & Wallcoverings	328,743.00	309,050.00	19,693.00	0.00	328,743.00	100.00%	0.00	12,277.19
34	Division 10 Materials Supply	123,940.00	123,940.00	0.00	0.00	123,940.00	100.00%	0.00	3,686.12
35	Lockers	118,300.00	118,300.00	0.00	0.00	118,300.00	100.00%	0.00	3,518.38
36	Gym/Lab Equipment	93,984.00	93,984.00	0.00	0.00	93,984.00	100.00%	0.00	2,795.19
37	Auditorium Equipment/Seating & Music Equipment	198,094.00	198,094.00	0.00	0.00	198,094.00	100.00%	0.00	5,891.54
38	Window Treatments	18,500.00	18,500.00	0.00	0.00	18,500.00	100.00%	0.00	550.21
39	Fire Suppression	324,760.00	314,100.00	10,660.00	0.00	324,760.00	100.00%	0.00	9,658.74
40	Mechanical (Plumbing & HVAC)	5,154,422.00	5,113,472.00	40,950.00	0.00	5,154,422.00	100.00%	0.00	153,298.44
41	HVAC Commissioning Allowance	30,500.00	30,500.00	0.00	0.00	30,500.00	100.00%	0.00	907.11
42	Electrical	3,537,656.00	3,467,892.00	69,764.00	0.00	3,537,656.00	100.00%	0.00	110,213.96
43	Systems Operation Allowance	100,000.00	100,000.00	0.00	0.00	100,000.00	100.00%	0.00	2,974.12
44	Public Address System Allowance	37,930.00	37,930.00	0.00	0.00	37,930.00	100.00%	0.00	1,128.08
45	Theatre Sound System Allowance	125,000.00	125,000.00	0.00	0.00	125,000.00	100.00%	0.00	3,717.64
46	Performance Bond	184,390.00	184,390.00	0.00	0.00	184,390.00	100.00%	0.00	5,483.97
47	Weather Conditions Allowance	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00%	0.00	4,461.17
48	General Conditions Efforts Schedule & Preconstruction	1,594,003.00	1,570,373.00	23,630.00	0.00	1,594,003.00	100.00%	0.00	47,407.48
49	Fee (1.95%)	447,730.00	440,510.70	7,219.30	0.00	447,730.00	100.00%	0.00	13,316.01
50	Construction Contingency (3%)	730,275.00	712,325.00	17,950.00	0.00	730,275.00	100.00%	0.00	21,719.22
51	Approved Value Engineering Items	(544,289.00)	(544,289.00)	0.00	0.00	(544,289.00)	100.00%	0.00	(16,187.78)
52	Value Engineering Goal	(123,000.00)	(123,000.00)	0.00	0.00	(123,000.00)	100.00%	0.00	(3,658.16)
PCCO 001	PCCO 001 (Post Bond Added Scope)	370,766.00	370,766.00	0.00	0.00	370,766.00	100.00%	0.00	11,027.01

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ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
PCCO 002	PCCO 002	50,302.00	33,016.00	17,286.00	0.00	50,302.00	100.00%	0.00	1,496.04
PCCO 003	PCCO 003	53,072.00	53,072.00	0.00	0.00	53,072.00	100.00%	0.00	1,578.42
PCCO 004	PCCO 004	136,946.00	128,044.00	8,902.00	0.00	136,946.00	100.00%	0.00	4,072.93
PCCO 005	PCCO 005	(19,410.00)	(19,410.00)	0.00	0.00	(19,410.00)	100.00%	0.00	(577.28)
PCCO 006	PCCO 006	80,666.00	80,666.00	0.00	0.00	80,666.00	100.00%	0.00	2,399.10
PCCO 007	PCCO 007	17,325.77	17,325.77	0.00	0.00	17,325.77	100.00%	0.00	515.29
PCCO 008	PCCO 008	48,897.00	48,897.00	0.00	0.00	48,897.00	100.00%	0.00	1,454.25
PCCO 009	PCCO 009	36,990.20	36,990.20	0.00	0.00	36,990.20	100.00%	0.00	1,100.13
PCCO 010	PCCO 010	3,198.00	3,198.00	0.00	0.00	3,198.00	100.00%	0.00	95.11
PCCO 011	PCCO 011	5,088.00	0.00	5,088.00	0.00	5,088.00	100.00%	0.00	151.32
PCCO 012	PCCO 012	12,252.00	12,252.00	0.00	0.00	12,252.00	100.00%	0.00	364.39
PCCO 013	PCCO 013	12,636.00	11,000.00	1,636.00	0.00	12,636.00	100.00%	0.00	631.80
	GRAND TOTAL	**25,881,494.97**	**25,464,658.67**	**416,836.30**	**0.00**	**25,881,494.97**	**100.00%**	**0.00**	**825,001.41**

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Nebraska State Fire Marshal
Inspection Report

Facility Name	WCS Early Learning Center
Address	903 W 7th St, Wayne, NE
ZIP	68787
Facility Phone Number	402-375-3150
Inspector Name	Robert Folck
Inspector Badge#	8718
Inspector Agency	Nebraska State Fire Marshal
Inspector Email	robert.folck@nebraska.gov
Inspector Phone Number	402-929-3003
Number of Visits	2
Date of Inspection	2025-06-02
Date of Submission	2025-06-02
Inspection Type	Construction
Status	Pass
Complete Corrections By	
Occupant Load	Gymnasium 915
Fee Card	N/A
Fee Sheet/Facility ID Number	
Code Reviews	09049-23

Inspectors and Operator Staff Involved			
Lead Inspector	**Badge #**	**Agency**	**Phone Number**
Robert Folck	8718	Nebraska State Fire Marshal	402-929-3003
Owner / Responsible Party	**Phone Number**	**email**	
Mark Lenihan	402-375-3150		
Mailing Address:			

This facility was inspected and found to meet applicable requirements of the Fire and Life Safety Code and/or Fire Systems Installation Standards at the time of inspection; the facility is approved for occupancy.
Any modifications or changes made to this facility after the date of approval may void this approval

If you have questions on this Order, contact Robert Folck by phone at 402-929-3003 or by Email at robert.folck@nebraska.gov

Inspector Comments / Notes	
Report completed by Deputy	Robert Folck
Date Signed	2025-06-02
Signature	

FISHER TRACKS

BID PROPOSAL

DATE: May 21, 2025

TO: Wayne Community Schools, Wayne, Nebraska

PROJECT: Track Refurbishment

BID INCLUDES:

Cleaning the track with a walk-behind air blower.

Filling any cracks as necessary.

Making minor repairs to the track surface as necessary.

Priming the track with a polyurethane primer in order to assure proper adhesion of the new structural spray wearing course to the existing track surface.

Application of a **Structural Spray** – a polyurethane structural spray coating applied as a single-component; MDI-based binder mixed with a polyurethane base colored paste.

The entire base mat shall receive two structural spray layers consisting of 60% pigmented polyurethane structural spray binder and 40% EPDM colored rubber granulate graded to .5 to 1.5 mm in size. Each spray layer shall be applied uniformly at a rate of not less than 1.8 lbs per square yard for total spray coverage of not less than 3.6 lbs per square yard. The two layers shall be sprayed in opposite directions in order to achieve a uniform application.

Materials, equipment and installation by Fisher Tracks, Inc.

Price includes the application of the Black Structural Spray to the track and all event areas.

Price includes the color-coded metric striping per National Federation of State High School Associations.

STRUCTURAL SPRAY PRICE: ---------- $87,570.00

ASBA CTB CERTIFIED TRACK BUILDER ON STAFF

Fisher Tracks, Inc.
1192 235th Street • Boone, IA 50036
800-432-3191 • 515-432-3191 • FAX 515-432-3193
www.fishertracks.com

MEMBER AMERICAN SPORTS BUILDERS ASSOCIATION

FISHER TRACKS

Notes:

1. Fisher Tracks, Inc. guarantees the installation to be free from defects in material and workmanship for a period of five (5) years from completion of the installation.
2. Add 1% if Fisher Tracks, Inc. is to provide a performance bond.
3. Price is valid for a period of 45 days.
4. Price does not include any sales, use, materials or excise tax, if applicable.
5. All payments are due within 30 days of invoice.
6. Priced through Cooperative Purchasing.
7. Fisher Tracks, Inc. is a member of the American Sports Builders Association (ASBA) and has 4 Certified Track Builders (CTB) on staff. Sam Fisher is a Certified Track Builder.

BY: ACCEPTED BY:

Sam Fisher 5/21/25

Sam Fisher, President & Certified Track Builder — Date

Wayne Community Schools — Date

ASBA CTB CERTIFIED TRACK BUILDER ON STAFF

Fisher Tracks, Inc.
1192 235th Street • Boone, IA 50036
800-432-3191 • 515-432-3191 • FAX 515-432-3193
www.fishertracks.com

MEMBER AMERICAN SPORTS BUILDERS ASSOCIATION

Students

Student Discipline

A. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
5. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

B. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school

days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

C. Expulsion:

1. Meaning of Expulsion: Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

2. Suspensions Pending Hearing: When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

3. Summer Review: Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

4. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

5. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

6. Students Subject to Juvenile or Court Probation: Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

7. Returning from Expulsion: At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

8. Exception for Pre-Kindergarten through Second Grade Students: Notwithstanding the foregoing, no pre-kindergarten through second grade student may be

suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.

9. Religious Freedom: The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

D. Emergency Exclusion: A student may be excluded from school in the following circumstances:

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer that is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

E. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling

or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Section 3 Student Conduct Expectation

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.

A. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long- term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority;
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;

7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct. This includes “deep fakes” or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten;
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District’s dress code and electronic communication device rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;

~~15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use;~~

16. Willfully violating the behavioral expectations for riding school buses or vehicles;

17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

    a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

    b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

B. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that ~~is dangerous to the health and safety of anyone or~~ is reasonably forecasted to ~~-~~interfere~~s~~ with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
   a. Clothing that shows an inappropriate amount of bare skin or underwear ~~(midriffs, spaghetti straps, sagging pants)~~ or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
   b. Shorts, skirts, or skorts that do not reach mid-thigh or longer (we will use Rule of Thumb as a measure device).
   c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
   d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
   e. Head wear including hats, caps, bandannas, and scarves.
   f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
   g. Clothing or jewelry that is gang related.

   A student who is a member of an indigenous tribe of the United States or another ~~-~~country may wear tribal regalia in any location where the student is authorized to ~~-~~be on such school grounds or at any school function, as long as the tribal regalia

-does not interfere with the educational process and does not endanger another -person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an 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. **Cell Phones/Personal Electronic Devices**

a. Philosophy and Purpose. The District prohibits students from using their cell phones and other personal electronic devices during the school day. Cell phones and personal electronic devices are disruptive to the educational process. In order to maintain a secure and orderly learning environment, and to promote respect and com1esy regarding the use of cell phone and personal electronic devices, the District hereby establishes the following rules and regulations governing student use of cell phones and personal electronic devices, and procedures to address student misuse of their cell phone and personal electronic devices.

Students are allowed to bring their cell phones and personal electronic devices to school, however all devices must be stored in a student's academic school locker and must be turned off during school hours. The school is not responsible for any lost, stolen, or damaged cell phones and personal electronic devices. Students may not store their devices in their Athletic/Physical Education lockers. Students may not use their devices during the school day (8:00-3:35) unless they have permission from a school administrator During the school day, the only electronic devices that may be used by a student are the school issued electronic devices. In case of an emergency, a student will be allowed to use their phone in the office.

b. Violations. Violations of the cell phone/personal electronic device policy will be dealt with in the following manner:

(1) **First violation** - The device will be confiscated by the staff member, and given to the principal. The student will be able to pick-up their device after school, after a conference with the principal.

(2) **Second violation** - The device will be confiscated by the staff member and given to the principal. On the second offense, a parent will be contacted and the parent will be required to pick-up the device from the principal.

(3) **Third violation** - The device will be confiscated by the staff member and given to the principal. The student will serve a One-day In School Suspension (ISS), and the parent will be required to pick-up the device from the principal. The device will remain in the principal's office until the parent picks up the device from school (even if the parent cannot come to school that day).

Further violations of this policy, and/or an unwillingness to tum in the device when requested by a staff member will be considered insubordination, and will be dealt with accordingly per handbook policy that could lead up to a short- or long-term suspension or expulsion.

Coaches and sponsors may develop their own expectations in addition to these rules for team activities, such as bus trips, practices, camps, and so forth.

Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

3. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

4. Penalties for Prohibited Use of Electronic Devices. Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

   a. Students found in possession of a "sexting" message shall be subject to one (1) day suspension from school.
   b. Students who send or encourage another to send a "sexting" message shall

be subject to a five (5) day suspension from school.

5. Reporting to Law Enforcement. Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

6. Harassment and Bullying Policy: One of the missions of Wayne Community Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

   "Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited.

   Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

   Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

7. Initiations, Hazing, Secret Clubs and Outside Organizations

   a. Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

b, Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

c. Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

d. Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

8. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

a. 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.

9. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
   a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
   b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
   c. Students are expected to bring all books and necessary materials to class. This includes study halls.
   d. Assignments for all classes are due as assigned by the teacher.
   e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
   f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
   g. Students are to be in their seats and ready for class on the tardy bell.
   h. Special classes such as Industrial Technology, 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.

10. Network, E-Mail, Internet and Other Computer Use Rules:
    a. General Rules:
       (1) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible

manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.

(2) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

(3) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.

(4) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(5) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

b. Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The superintendent, or the superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

(1) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the

computer, information, files, programs or disks.

(2) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).

(3) Users shall not use or try to discover another user's account or password.

(4) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

(5) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(6) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

(7) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(8) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

(9) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

(10) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(11) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

c. Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others.

These rules of behavior include (but are not limited to) the following:

(1) Be polite. Do not become abusive in your messages to others.

(2) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.

(3) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.

(4) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.

(5) All communications and information accessible via the network should be assumed to be private property of others.

(6) Do not place unlawful information on any network system.

(7) Keep paragraphs and messages short and to the point. Focus on one subject per message.

(8) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

(9) Other rules may be established by the network administrators or teachers from time to time.

d. Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

e. Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

11. Risks of Social Networking:

The purpose of this message is to give our students information about the risks of using social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also

accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you post on a social network may affect you years later.

What you post on social networks may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social network sites.

Here are some common-sense guidelines that you should follow when using social networks and the Internet in general:

- Don't forget that your profile on social network forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. Avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger.

We urge all students to 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.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296
Neb. Rev. Stat. Section 79-2, 160 ~~LB 43 (2024)~~

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Students

Extracurricular Activity

Section 1 Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 2 Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities. A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, starting June 1 and ending May 31, whether or not the student is a participant in an activity at the time of such conduct. Violations of the code of conduct carry over from year to year in junior high and again in High school starting June 1st of the year they will be entering.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have

been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

A. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

B. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.

C. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.

D. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.

E. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.

F. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray), or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.

G. Selling, using, possessing or dispensing of alcohol, tobacco, electronic nicotine delivery systems, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes, electronic nicotine delivery systems), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (Note: Refer to "Drug and Alcohol Violations" for further information).

H. Public indecency.

I. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.

J. 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.

K. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.

L. Repeated violation of any of the school rules.

M. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities

N. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.

~~O. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.~~

~~P.~~O. Willfully violating the behavioral expectations for those students riding Wayne Community Schools buses or vehicles used for activity purposes.

~~Q.~~P. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.

~~R.~~Q. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.

~~S.~~R. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.

~~T.~~S. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.

~~U.~~T. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

This Code of Conduct, and all school, coach, and sponsor level codes of conduct for extracurricular activities, are to be interpreted in accordance with free speech rights. Using social media sites,

even while not on school grounds or at a school activity, to engage in conduct or speech that constitutes bullying, harassment, threats, advocates or depicts illegal activity (e.g. illegal drug use, alcohol use, or sexual activity), or causes a substantial disruption to school activities (or is reasonably forecast to create a substantial disruption) may result indiscipline, including suspension or removal from the team or the activity, subject to free speech rights. These activities are to be reported to school administration. Consequences will be determined by coaches, sponsors and/or administration.

Drug and Alcohol Violations.

Meaning of Terms.
Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

(1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and

(2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Consequences.
Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

Drugs and Alcohol.

An activity participant who violates the drug, alcohol, tobacco (including electronic nicotine delivery systems) and criminal violation rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

A. First Violation:

1. Non-self-reported – 30 calendar days or 3 NSAA events. The more severe of the options will be enforced. Non-NSAA activities shall miss the next 30 calendar days of school activities.
2. Self-reported (within 48 hours of incident) - 21 calendar days or 3 NSAA events. The more severe of the two options will be enforced. Non-seasonal activities shall miss the next 21 calendar days of school activities.

B. Second Offense:

1. Non-self-reported – 60 calendar days or 6 NSAA events. The more severe of the two options will be enforced. Non-NSAA activities shall miss the next 60 calendar days of school activities.

1. Self-reported (within 48 hours of incident) – 42 calendar days or 6 NSAA events. The more severe of the two options will be enforced. Non-NSAA activities shall miss the next 42 calendar days of school activities.
   a. Successful completion of a treatment program at the expense of the student's family the consequence is 40 calendar days.

C. Third Offense

1. Non-self-reported – One full calendar year to date.
2. Self-reported (within 48 hours of incident) – six calendar months to date and successful completion of a treatment program at the expense of the student's family.

D. Fourth Offense

1. Remainder of high school career.

Reduction for Participation in Chemical Dependent Program: The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause

the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

When Suspensions Begin. All suspensions begin after the determination by school officials of the sanction to be imposed. Calendar days are considered between the first fall practice date established by NSAA and the final NSAA spring championship. Summer practice date established by NSAA and the final NSAA spring championship. Summer dates will only be included if a school event is scheduled and the student is a participant. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Self-Reporting. A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process. The self-report must be made within 48 hours of the incident.

completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

A. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
B. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
C. When a student admits to violating one of the standards of the Code of Conduct.
D. When a student is accused by school personnel of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
E. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

A. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
B. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
    1. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
    2. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
C. Notice Letter. Within two (2) school days (two (2) business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a

written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

D. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.

1. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
2. The request for a hearing must be received by the Superintendent's office within five (5) days of receipt of the notice letter.
3. If a hearing is requested:
   a. The hearing will be held within ten (10) calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
   b. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
   c. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days (ten (10) calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
   d. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

E. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures

F. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

A. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four (4) or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.

B. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.

C. On the day of a contest, performance or other activity, be in attendance at school the immediate one-half day school is in session prior to the contest or practice.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments, funeral or family emergencies. The exception must be approved by the Principal or Athletic Director. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Eligibility criteria for part-time students is governed by Policy 5004, NSAA bylaws, and state law.

Section 4 Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

A. Be enrolled in at least 20 credit hours in the semester of participation at Wayne Jr/Sr High School.

B. A student who is not performing at **70% in three or more** classes at weekly reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until they meet the criteria.

C. Academic requirements do not apply to: (A) Instructional field trips which are a part of the scheduled course learning experience; or (B) Activities or events which are part of the student's grade requirements.

D. Exempt/home school students only: Wayne Jr/Sr High will follow the NSAA bylaw 2.5.1: Exempt or home school student from authorized Rule 13 schools must be continuously enrolled in a minimum of ten (10) credit hours of instruction per semester at the school of the student represents in interscholastic competion.

Eligibility criteria for part-time students is governed by Policy 5004, NSAA bylaws, and state law.

All extracurricular participants must be in attendance at school the immediate ½ day school is in session prior to the contest or practice. Before school practices require a student's

attendance immediately following the before school practice. A student failing to report to classes following a before school practice will incur an unexcused absence. All participants must be in school during the a.m. following a weeknight activity to attend practice that day. Students who miss on Friday afternoon may be eligible for Saturday extracurricular activities.

All persons participating in athletics, cheer or dance squad must be examined by a physician prior to practice or participation in any sport. A doctor's examination card and a parental permission slip must be filed with the coach before the opening day of practice. Students must be covered by athletic insurance or must sign an insurance waiver to free the school of liability due to injury, etc.

Section 5 Extracurricular Activities

Athletics

The athletic program is designed to build character, a sense of sportsmanship and fair play and athletic skills. Inter-school competition on the varsity level is held in football, girls and boys golf, girls and boys cross-country, girls and boys basketball, girls and boys track, volleyball, wrestling, baseball, softball, girls and boys bowling.

Cheerleading

Auditions are held at the end of each school year. The group performs at Wayne High athletic events to promote school spirit. Participants will be held accountable under the same NSAA and school regulations as apply to all extracurricular participants.

Dramatics

The Drama Club is open to qualified students who desire to participate in drama productions. Traditionally, one-act plays have been performed.

Family, Career and Community Leaders of America (FCCLA)

FCCLA is a national career and technical student organization for young men and women in Family and Consumer Sciences education. FCCLA members make a difference in their families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences education. Chapter projects focus on a variety of youth concerns, including teen pregnancy, parenting, family relationships, substance abuse, peer pressure, environment, nutrition and fitness, teen violence, and career exploration. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life -- planning, goal setting, problem solving, decision making, and interpersonal communication -- necessary in the home and workplace. By focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through: character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation. FCCLA is open to all students in grades 7-12 who have taken at least one FCS course during their school experience. There is a separate junior high and senior high chapter. (FCCLA, 2019)

Future Business Leaders of America (FBLA)
Future Business Leaders of America (FBLA) is a national association of more than 250,000 intermediate, high school and post-secondary students interested in becoming more successful in the business world. Membership in FBLA helps you learn about business and what will be expected of you in the workplace. You discover the secret of being able to talk confidently with prospective employers, and experience chances to test your business skills at state and national competitions. Through FBLA, you learn to lead and participate in group discussion, preside at meetings and conferences, work within committees, and engage in practical decision-making and problem solving. There is much satisfaction in belonging to a group that is not afraid to have fun as it prepares for the world after school. Open to students from grades 9 through 12. You do not have to be in a business class to join the organization.

Spanish Club
Membership is open to any student enrolled in a Spanish class, or to any student who has previously taken Spanish. The purpose of this club is to develop further interest in the Spanish languages and culture.

Instrumental Music
The instrumental music department offers the student an opportunity to develop in all phases of musicianship. Opportunities are offered in instrumental technique and music appreciation through performance ensemble and solo work. A varsity band, jazz band, and cadet band are offered to students who qualify.

National Honor Society
The Wayne High School chapter is a chartered member of the national organization sponsored by the National Association of Secondary School Principals. Standards for selection are established by the national office. The purpose is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Wayne High School. By joining the Society, the member needs to understand he/she is subjecting him/herself to a higher standard of behavior. Admission is an honor given to students. It is not a right and is not something which can be earned. It is intended to be an award to recognize the combination of outstanding scholarship, character, leadership, and service. Neither student, faculty members, nor parents are permitted to take the initiative by lobbying for admission of a particular student. Those who qualify will be considered, and those elected will be “tapped” for membership. The formal process begins during the last semester of the junior year when students with a grade point average of 3.5 and above are invited to complete the Student Activity Form. An example can be found on the school website. This form serves as a record of the student’s honors, leadership experiences, and participation in school activities and community service. A committee reviews the forms and selects students for membership. Probationary candidates are introduced at the spring Honors Convocation and inducted at a formal ceremony in the fall. Once inducted, new members are expected to maintain the same (or higher) level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation

in the chapter service project(s). The faculty council follows the rules of due process for members whose conduct is questionable. The member may be sanctioned or removed for breaking civil laws, school policies, or training rules.

Speech Club
Speech Club is open to those students who wish to improve skills of speaking, interpretation, oral reading, persuasion, and formal debate. Entries in invitationals and district speech contests are generally in the spring. NSAA rules of eligibility apply.

Student Council
The Student Council provides an important communications link between the student body and the administration of the school. Membership on the Council is composed of students elected by their class or organization. Eligibility for membership includes doing satisfactory work in at least four (4) classes weekly. A president and vice-president serve as officers of the Council, and meet regularly with the sponsor and/or principal to discuss school problems, changes, improvements, or the likes and dislikes of students. Students who have questions or recommendations about the general welfare of the student body should address these concerns to their representatives on the Council, who will in turn proceed in a democratic manner to answer or resolve the issues presented.

Vocal Music
Varsity Choir provides an opportunity for students who enjoy singing. Vocal ensembles are also formed each year. Jazz Choir is open to selected individuals and meets before school.

W Club
The W Club is an organization for any student interested in athletics. The purpose of this club is to promote good sportsmanship, fair play, and leadership through competition.

Yearbook Staff
Students, during a scheduled class period, under the supervision of the faculty advisor produce the high school yearbook. The purpose of the yearbook is fourfold: to be a memory book; to tell a complete history of one year of school life; to give some worthwhile training and experience to the student staff members; and to build good will for the school by providing a picture of the school's comprehensive program. The staff is organized into the areas of editorial, business, and photography, and does all of the organizing, writing, selling, typing, photographing, developing, and printing of pictures. Students interested in this activity can begin working on the staff as soon as they enroll in high school. Staff applications are taken each spring; enrollment is limited.

Social Activities
All student parties, dances, or other social activities must be planned by a recognized student club or organization under the sponsorship of a certified employee of the school district. Such activities must be approved by the principal or superintendent and placed on the master calendar of school activities prior to the event (preferably at least 5 school days). Faculty sponsors must be in attendance at the event, and parent sponsorship is

desirable. School facilities must be used, except when otherwise approved by the superintendent. The sponsoring club or organization assumes responsibility for proper care of school facilities and is liable for damages. Facilities used must be properly cleaned and returned to good order immediately following the event. Admittance to such affairs is limited to the membership of the sponsoring group, except that a sponsoring group may invite the membership of one or more other school clubs or organizations. Exception is made for the invitation of non-students to an all-school dance. A Wayne High student may invite a non-student date to an all-school dance provided they are in 9th grade or above, and under 21 years of age, and the date's name is registered in the sponsor's office by the end of the school day prior to the dance. The above social activities must be scheduled to terminate no later than 10:00 p.m. on school-week evenings or no later than 11:00 p.m. on Friday and 12:00 a.m. on Saturday evenings. Exceptions include the Homecoming Dance and Junior/Senior Prom. No social activities may be scheduled on Sundays or holidays.

Power Drive
Power Drive provides students the opportunity to design and create a one-person electric vehicle. These vehicles will compete against other high schools' vehicles in endurance, braking, maneuverability, design, and documentation. Power Drive is open to all high school students.

The National FFA Organization
The National FFA Organization is an intracurricular student organization for those interested in agriculture and leadership. It is one of the three components of agriculture education - FFA, classroom/lab instruction, and Supervised Agriculture Experience (SAE). The letters FFA stand for Future Farmers of America, but in 1988 it was changed to The National FFA Organization in order to reflect the diversity and new opportunities available in agriculture. FFA is not only for those in production agriculture, but welcomes members who aspire to become doctors, teachers, scientists, business owners, and more. FFA members compete, gain skills, learn more about opportunities in agriculture, communicate their ideas, and expand their professional network. FFA is open to students 9-12 and members must be enrolled in at least one semester of ag class in order to be an FFA member.

Section 6 "Team Selection" and "Playing Time"

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

A. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

B. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 7 School Dances

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the Student Handbook, students attending dances shall adhere to the following rules of conduct:

A. Who Can Attend: Only students of Wayne Community Schools and their guests may attend.
   1. Students currently attending Wayne High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Wayne High School or their own school are generally considered appropriate dates or invited guests.
   2. Persons who are younger than 16 or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
   3. Some school dances may be restricted to students attending specified grade levels at Wayne Community Schools. For any dances at the middle school level, only students attending Wayne Community Schools in the grade(s) for which the dance is being held may attend.
   4. Students who have been suspended from school or from extracurricular activities may not attend.
   5. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
   6. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
   7. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

B. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco (including electronic nicotine delivery systems) are prohibited. Anyone using prohibited substances or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their

parents may be contacted.
Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

C. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

Eligibility for Selection as Royalty. Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

A. Achievement, Citizenship and Conduct Qualifications:
   1. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
   2. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
   3. The student must have a cumulative grade average of a B or its equivalent.
   4. The student must not have had excessive violations of school policies and procedures during their high school career.
   5. The student may not, within 24 months of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco (including electronic nicotine delivery systems); (ii) driving law violation in which the penalty is a loss of four (4) points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the

juvenile court.

B. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected ("Royalty Candidate Eligibility and Selection Committee"). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.

C. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student's eligibility for the honor of being nominated for or awarded dance royalty.

D. Specific Dance Eligibility and Selection Requirements:

1. Homecoming Queen & King:
   - Only a senior girl shall be eligible to be queen and only a senior boy shall be eligible to be King.
   - To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
   - The queen and king will be chosen from the qualified nominees by secret vote of the 9-12 student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.

2. Prom King and Queen:
   - Only a senior girl shall be eligible to be queen and a senior boy shall be eligible to be king. The candidates may not have been previously selected as royalty at another school sponsored dance.
   - To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
   - The queen and king will be chosen from the qualified nominees by secret vote of the junior and senior class.

Section 8 Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two (2) different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Communicating with the Coach

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:

- The treatment of your child, mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.

- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

Section 9 Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending
Interscholastic Athletics and Other Extracurricular Activities

A. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
B. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
C. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
D. Do not "boo," stamp feet or make disrespectful remarks toward players or officials.
E. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
F. Know that noisemakers of any kind are not proper for indoor events.
G. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.

H. Stay off the playing area at all times.
I. Do not disturb others by throwing material onto the playing area.
J. Show respect for officials, coaches, cheerleaders and student-athletes.
K. Pay attention to the half-time program and do not disturb those who are watching.
L. Respect public property by not damaging the equipment or the facility.
M. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
N. Refrain from the use of alcohol and drugs on the site of the contest.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: July 10, 2023

Date of Revision: June 9, 2025

Instruction

Parental/Community Involvement in Schools

~~[Name] Public~~ Wayne Community Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.

2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker ~~-~~will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the ~~parent's~~ child, other students, and the educational staff.

3. Parents, guardians, and educational decisionmakers ~~-~~are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the ~~parent's~~ objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardian, or educational decisionmaker ~~-~~the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, ~~or~~ guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. Sections 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: ~~[Insert Date]~~ June 12, 2017

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MEMORANDUM

To: Dr. Bill Heimann, ESU 1 Administrator
From: Justin Knight, Perry Law Firm
Date: June 2, 2025
RE: 2025 School District Annual Policy Service Update

The Legislature has adjourned after their 90-day session. This Memo covers the policy updates as a result of this past session, as well as legislation passed in prior sessions.

A. REQUIRED POLICY UPDATES

1. Policies 1200, 4003, and 5401 (and accompanying forms) – AM 1617 to LB 150 updates Nebraska's Fair Employment Practice Act to add "military or veteran status" as a protected class. As a result, our nondiscrimination policies have been updated to add this new protected class.

In addition, with the changes in federal guidance under the new presidential administration, some of the "hard" deadlines in these policies can be relaxed to give greater flexibility for internal investigations.

2. Policies 3131 ("Procurement Plan") & 3132 ("Internal Controls") – Several bidding references were updated in the federal regulations governing grants and federal audit requirements. These policies have been updated to reflect these changes, as well as adding a new preference for veteran-owned businesses that was added to 2 C.F.R. § 200.321.

3. Policy 3410 ("Safe Driving Record Standard for Drivers" – NDE Rule 91 requires a medical exam for drivers of small vehicles (vans and cars with 10 passengers or less) when driving routes, but not for activities-only drivers. In other words, a small vehicle driver of a regular pick-up/drop-off route must have a medical exam; but a coach that drives a small vehicle only to activities does not. This requirement has created confusion in situations involving unexpected driving situations, part-time or temporary drivers, and the like. Policy 3410 has been updated to clarify Rule 91's requirements.

It is also worth noting that the U.S. Department of Transportation has proposed revised regulations that would change the background and testing requirements, so there may be more policy updates on this topic next year.

4. Policy 4009 ("Drug and Substance Use and Abuse") – Updates in federal driving requirements (relating to alcohol and drug reporting to the federal Clearinghouse) require adding language to this policy for bus drivers.

In addition, in light of these changes, Form A (accompanying Policy 4009) needs to be updated. However, Forms C and D can be rescinded since they are no longer necessary.

5. Policy 5001 ("Admission") – LB 143 tweaked the student admission statutes for military families. Neb. Rev. Stat. § 79-215 now requires a school to provisionally enroll a student if the student's family resides on a federally owned facility within the District. We have updated Policy 5001 to make this clearer.

6. Policy 5101 ("Student Discipline") – There are three main changes to this Policy:

A. New Dress Code: Two years ago, LB 298 imposed a new dress code policy requirement. However, an analysis of the text of this new statutory mandate shows how contradictory and convoluted the statutory directives appear to encompass. For one, Neb. Rev. Stat. 79-2,158 dictates that each school have a policy that "is consistent with" a model policy adopted by the State Board of Education. Yet, the same statutory provision states that a District "may include any other procedures and provisions that the school board deems appropriate," which suggests that the model policy is more of a sample than a prescription. In addition, 79-2,158(2) outlines three specific components of each *school*'s required policy, which further suggests that the State Board's model policy is to be more of an example (otherwise the Legislature would have specified that the model policy itself must include those three items). Still, 79-2,159(4) lists that the State Board's model policy "may" develop a health and safety standard within the model dress code. That same provision requires the State Board to include detailed steps that administrators must take in "health and safety" situations (including obtaining parental consent before requiring a student to change clothes), despite the "health and safety" provision being optional. In fairness to the State Board of Education (who was given this unfunded mandate by the Legislature), it is unsurprising that these inconsistencies within statute have led to significant confusion and anxiety among school administrators across the state.

With all of this confusion in mind, we have updated the "dress code" component of our Student Discipline Act to try and keep the required changes as straightforward as possible, while complying with the law's dictates that a school dress code cannot be used to discriminate against any student.

We have also attached the State Board's model policy in case your district would like to adopt the State Board's model policy.

This new dress code policy must be adopted by July 1, 2025.

B. Cell Phones. LB 140 requires all schools to adopt a "cell phone" policy before the beginning of the 2025-2026 school year. (The new, required policy is listed as Policy 6113.) Policy 5101 has been updated to clearly reference the new cell phone law and student disciplinary consequences.

C. Added Language About "Deep Fakes." Finally, in light of the increase in "deep fakes," this Policy has been updated to add language that students can be disciplined for deep fake images of students or staff. As noted below, LB 383 criminalizes "deep fakes" in certain situations, but having clear language in board policy can help school administrators better address concerns within the school setting.

7. Policy 5004 ("Full-time and Part-time Enrollment") – LB 306 updates the part-time enrollment statutes to provide more options for non-public schools to participate in extracurricular activities. LB 306's language is subject to differing interpretations, especially after the Legislature changed the part-time statutes to address these same concerns two years ago. School administrators will need to familiarize themselves with these new rules before the 2025-2026 school year.

8. Policy 5103 ("Extracurricular Activity Discipline") – For the same reasons listed in the changes to Policy 5101, the reference to dress code violations have been removed.

9. Policy 5201 ("Promotion and Retention") and (New) Policy 5201x ("Request to Repeat Grade Form") – Last year, the Legislature adopted a new law (§ 79-2,161) that allows parents to require their student to repeat a grade if the student qualifies under the statutory criteria. To apply to repeat a grade, a parent must submit a form prescribed by NDE. We have updated the new statutory reference to Policy 5201 and added that form as Policy 5201x.

10. Policy 5202z (Notification of Rights Under FERPA") – Within the past year, the U.S. Department of Education issued a "Model Notice" to update parents' rights under FERPA. To remain consistent with DOE's guidance, we have updated this Policy.

11. Policy 5301 ("Association Activities") – LB 89 requires each school board to adopt a policy designating each school-sponsored interscholastic athletic team or sport as either biologically male, female, or co-ed. The bill does not require each sport or team listed in the Policy. In turn, we added language to Policy 5301 to authorize the Superintendent to make the required designations.

12. Policy 5414 ("Identification of Learners with High Ability") – We realized this Policy may no longer be accurate or current with your district's practices. As a result, we revised the Policy to give school administrators more discretion in developing criteria to identify high-ability learners.

13. (New) Policy 5507 ("Foster Care Student Transportation") – NDE audits have frequently requested information about the District's foster care transportation. The Every Student Succeeds Act only requires a school district to have "procedures" (not requiring board approval). However, given the confusion and ease of having a formal board policy in these audits, we have prepared Policy 5507 to memorialize a school district's foster care transportation requirements.

14. (New) Policy 6113 ("Electronic Communication Devices and Cell Phones") – For the same reasons listed in the changes to Policy 5101, LB 140's cell phone requirements have been added to this new policy.

15. Policy 6400 ("Parental/Community Involvement in Schools") – Last year, the Legislature passed LB 71 to, in part, update Nebraska's parental involvement statutes. Policy 6400 has been updated to reflect these changes. Note that LB 71 requires the updated Parental Involvement to be approved by July 1, 2025, and posted to the school's website by August 1, 2025.

Further, LB 428 (passed this year) requires additional revisions to Policy 6400. LB 428 adds new requirements for school-issued surveys, including the rights of parents to review and/or opt their student out of "sensitive" surveys. Depending on what types of surveys your district administers, this update may need to be carefully examined before the beginning of the 2025-2026 school year.

16. (New) Policy 6931 ("Behavioral Intervention and Classroom Management") – Two years ago, the Legislature passed LB 1329 which, in part, required each school to adopt a policy on "behavioral intervention, behavioral management, classroom management, and removal of a student from a classroom in school." The Legislature directed the State Board of Education to develop a "model policy" reflecting the new policy's requirements. By August 1, 2025, each school must adopt a policy "consistent with or comparable to the model policy." This policy will now be a requirement for accreditation by NDE. To ensure compliance with this new accreditation requirement, our Policy 6931 largely mirrors the State Board's model policy.

B. POLICY RESCISSIONS

1. Policy 5001 Forms ("Summary of the School Immunization Rules and Regulations") – This Form has led to confusion and headaches for schools that have not kept this current. To avoid further confusion and consternation, we recommend rescinding this form in your Policy Manual.

2. Policy 6410 ("Combined District and School Title I Parent and Family Engagement Policy") – The US Department of Education informed NDE that Title I involvement policies need to be more specifically tailored to each school district, instead of incorporated as a general policy. As such, NDE has recommended that schools rescind their Title I Involvement

Policy and, instead, complete the template available on their website: https://www.education.ne.gov/federalprograms/title-i-a-educationally-disadvantaged/#TitleIParentandFamilyengagement

Of note, the Title I engagement "policy" does not need to be Board approved (despite being called a "policy") under the Every Student Succeeds Act.

C. OPTIONAL POLICY AND/OR HANDBOOK UPDATES

1. Policy 3241 ("Emergency Response Mapping") – Last year, schools that adopted an Emergency Response Mapping Policy were eligible to apply for safety and security grant funds. If your district was not approved for grant funds and no longer want an Emergency Response Mapping Policy on file, you could rescind Policy 3241 this summer.

D. OTHER CONSIDERATIONS

1. Title IX Procedures – In light of the constant changes to the Title IX Regulations, we recommended last year to rescind any Board-approved procedures. Instead, we recommended a policy that delegated the Superintendent the authority to develop procedures consistent with Title IX. If you have not done so, we would strongly recommend it. A copy of those procedures is attached. The procedures also need to be posted on the school's website.

2. Veteran's Preference – LB 144 (passed this session without an emergency clause) will update Nebraska's veteran's preference laws. In particular, LB 144 adds the spouse of a veteran who "was killed in the line of duty or died due to his or her military service" as a person who qualifies for a veteran's preference. This update is a good reminder to review your district's application forms to ensure that the school's job applications state that positions are "subject to a veteran's preference," per Neb. Rev. Stat. § 48-227(3).

3. Paid Sick Leave Initiative – Last November, the voters approved Initiative 436, which requires an increase in employer-provided paid sick leave. However, the Initiative exempted political subdivisions from the paid sick leave requirements. Therefore, there are no required changes to any school's paid sick leave benefits.

4. Nebraska's Minimum Wage Increase. Similar to the Paid Sick Leave Initiative, Nebraska's recent Minimum Wage Increase Initiative does not apply to political subdivisions, so school districts are not legally required to follow the increases in the State's minimum wage rates.

5. Medical Marijuana Initiative. Nebraska voters also approved the Medical Marijuana Initiative last November. LB 677 would have added specific statutory requirements for medical marijuana in schools, but LB 677 did not advance. Thus, we will need to work over the summer months to prepare for medical marijuana requests by staff, students, and community members on school grounds and at school activities.

6. New Open Meetings Act Poster. LB 521 "cleaned up" language within the Open Meetings Act. The changes to the Open Meetings Act are largely technical and do not require any policy updates. With that being said, each board is required to have a current copy of the Open Meetings Act posted during all board meetings. The bill has an emergency clause so each board will need to update their Open Meetings Act posters this summer.

7. Forthcoming Update on Bidding Threshold. This year, the State Board of Education will update the bidding threshold for construction, remodeling, or repair projects. This update will result in a future policy update.

8. Changes to NPERS – Two main bills changed different aspects of the Retirement System: LB's 295 and 645. None of these require policy changes but are worth noting.

a. LB 295 largely makes technical changes to the retirement statutes. However, LB 295 makes some substantive changes that your business managers will want to follow any new procedures implemented by NPERS.

b. LB 645 will adjust both the employer, employee, and state retirement contribution percentages on an annual basis, depending on the state retirement plan's funding ratio. When the plan is well-funded, contribution percentages will decrease. But when the plan needs additional funding, contributions will increase. This change will likely have a significant impact on negotiations moving forward, given that teachers' retirement deductions will now fluctuate from year-to-year. We will provide more information on this change in the fall for your negotiations preparations.

9. LB 383 – LB 383 passed this session that adopts two main statutory frameworks: (1) criminalizing "deep fakes" and (2) generally requiring parental consent for a minor to create or maintain a social media account. To date, some County Attorneys have been reluctant to prosecute instances of "deep fakes," so LB 383 establishes clear statutory authority for criminal charges moving forward. In addition, it remains to be seen how social media companies will respond to LB 383 in Nebraska, though your school's technology coordinator will want to keep a close eye on any forthcoming changes.

10. Computer Science and Technology – Years ago, the Legislature adopted computer science and technology curriculum requirements. These requirements will begin to take effect during the 2025-2026 school year. Most (if not all) schools already incorporate technology into the curriculum, so this change may not be significant. However, next year (2027-2028), graduates must have completed a five-credit hour computer science course. These requirements can be found at Neb. Rev. Stat. 79-3304.

11. LB 390 (Library Directory) – LB 390 (passed this year) will require all school districts to adopt a policy requiring a catalog of all books in school libraries and allow parents the option of being notified when their student checks out a book. However, this policy does not need to be adopted until the beginning of the 2026-2027 school year, so we will wait to distribute a library catalog policy until next summer.

12. School Psychologist Interstate Licensure Company – The Legislature adopted the Interstate Compact to allow greater flexibility in licensed school psychologists to work in Nebraska schools. This does not require any policy updates but may be of interest to those schools looking to hire a school psychologist from a different state.

13. New Anaphylaxis Policy Requirement – LB 457 requires DHHS and NDE to the develop a model policy "for the prevention of anaphylaxis and during a medical emergency resulting from anaphylaxis." This policy needs to be adopted by July 1, 2026. Since we do not have the model policy, we will wait until next summer to send the required anaphylaxis policy.

14. Forthcoming NDE Rule 15 Changes – The State Board of Education has not made substantive changes to NDE Rules over the past year, at least changes that require policy updates. The State Board is considering changes to NDE Rule 15 (English Language Learners) that might require policy updates next year, depending on the final version of Rule 15.

15. NSAA Coaching Change. Last year, the NSAA voted to change its bylaws. Previously, coaches were required to meet a certification requirement to coach NSAA activities. Now, NSAA Bylaw 2.12 waives the certification requirement. Moving forward, each school is responsible for vetting their coaches. Some districts have a policy requiring background checks on all hires (including coaches). This may be a discussion within your district on how you plan to handle evaluating coaching hires and positions.

As always, please let us know if you have any questions or concerns.

Community Relations

Personnel - All Employees and Students

Anti-discrimination

A. **Elimination of Discrimination.**

The policy of ~~[Name] Public~~Wayne Community Schools is to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or 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.

~~[Name] Public~~Wayne Community Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of ~~[Name] Public~~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 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.

B. **Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose**: ~~[Name] Public~~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, ~~[Name] Public~~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, military or 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, military or 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 is a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

c. Sexual harassment is 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.

2. **Procedures**:

a. Employees or students should initially report all instances of suspected 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, the complaint should be reported to the Superintendent of ~~[Name] Public~~Wayne Community Schools.

c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be sent 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 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.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: ~~[Insert Date]~~July 12, 2021
Date of Revision: June 9, 2025

Procedures for Complaints of Sex Discrimination

A. Background

All employees are responsible for helping to prevent discrimination on the basis of sex. Employees, or students who believe they have been subjected to, or believe they have witnessed, discrimination on the basis of sex should contact the Title IX Coordinator.

The following individuals may file a complaint alleging sex-discrimination:

a. A student or employee of Wayne Community Schools who is alleged to have been subjected to conduct that could constitute discrimination on the basis of sex.
b. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
c. The District's Title IX Coordinator(s).

Anyone making a claim of discrimination must submit the complaint in writing to the Title IX Coordinator using the following contact information:

TITLE IX COORDINATOR CONTACT INFORMATION
Title IX Coordinator
611 West 7th Street
Wayne, NE 68787
402-375-3150
[Email Address]

Complaints of discrimination on the basis of sex 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 good faith reporting discrimination or harassment.

The following will apply to all investigations of sex-discrimination, pursuant to this procedure:

a. The District will treat complainants (the employee, student, or representative making the claim) and respondents (those accused of sex discrimination) equitably.
b. The District will not permit any Title IX Coordinator, investigator, or decisionmaker to have a conflict of interest or bias for or against any complainant or respondent.
c. The District will ensure that the Title IX Coordinator, investigator, and decisionmaker will not predetermine or presume that the respondent is responsible for the alleged sex harassment until a determination is made at the conclusion of the investigation process.
d. The District will take reasonable steps to protect the privacy of the parties and witnesses during the grievance process. These steps will not restrict the ability

of the parties to obtain and present information, including speaking to witnesses, consulting with their family members, confidential resources, or advisors; or otherwise preparing for or participating in the grievance procedures.

e. The District will not allow the parties to engage in retaliation.

f. The District will objectively evaluate all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

g. The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

B. Informal Complaint Process

When the Title IX Coordinator receives or initiates a concern of possible sex discrimination in the District, the Coordinator may designate a District employee (including themselves) to initiate an investigation. Within a reasonable time after receipt of the concern, the Title IX Coordinator may file a formal Title IX Complaint if the Coordinator determines a formal complaint is warranted.

C. Formal Complaint Process for Complaints of Sexual Harassment

The following procedures apply only in the event that a Formal Complaint is filed with the Title IX Coordinator. All other reports of sexual harassment shall be resolved using the informal complaint process or other Board Policies. 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, by mail, or by electronic mail. The Formal Complaint must be signed by the Complainant or by the Title IX Coordinator.

4. Dismissal 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 the general complaint process.

5. Notice of Formal Complaint: If the allegations in the Formal Complaint allege misconduct which qualifies under the Formal Complaint process (as outlined in Paragraph C.1.), 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.

6. Investigation of Formal Complaint: Upon receipt of a Formal Complaint, the Investigator will promptly investigate the allegations contained within. The Investigator will complete the investigation within a reasonable time frame, as determined by the Title IX Coordinator and may be extended upon the determination of the Title IX Coordinator. 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 Decisionmaker. The parties shall then have ten (10) calendar days to submit a written response, which the Investigator will consider. 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 Decisionmaker. The parties shall each receive a copy of the Final Investigative Report at the same time as the Decisionmaker.

6a. Additional Rights of the Parties During Formal Investigations:

- During any meetings or interviews, any party 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 District shall provide written notice of the date, time, location, participants, and purpose of any investigative interviews or other meetings throughout the course of the formal investigation to the party whose participation is invited or expected.

7. Determination of Responsibility Under Formal Complaint: Upon receipt of the Final Investigative Report, the Decisionmaker 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 Decisionmaker with the answers provided by the opposing party or witness and allow for additional, limited follow-up questions from each party. Once the Decisionmaker has received the answers to relevant questions submitted by the parties, the Decisionmaker shall consider the answers and the Decisionmaker 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 Decisionmaker 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 Decisionmaker 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.

8. Appeal of Formal Complaint: If either party is not satisfied with the outcome of the investigation and the decision of the Decisionmaker, they may appeal only 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/or 3) The Title IX Coordinator, Investigator, or Decisionmaker 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 to the Superintendent within ten days of the receipt of the Final Report. Upon notice of an appeal by either party, the Superintendent 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, Decisionmaker'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. Removal from Education Environment During Investigation

During an investigation under a general complaint or a formal complaint, the District may place an employee on administrative leave during the pendency of the investigation. The District may also act to remove a student respondent entirely or partially from its education programs or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual arising from the allegations justifies removal.

E. Supportive Measures

Throughout the investigation, either party may be entitled to supportive measures. The Title IX Coordinator is responsible for coordinating the implementation of supportive measures. Complainants and Respondents are both entitled to supportive measures. 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 complainant or respondent to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

F. Record Keeping

The District will maintain relevant documentation obtained during the investigation and findings, supportive measures, and disciplinary sanctions for a period of seven years.

Business Operations

Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than $250,000 (~~small purchase~~simplified acquisition threshold) per procurement event or in aggregate purchases this organization will follow the informal ~~Small Purchase~~simplified acquisition threshold p~~P~~rocedures.
- When the annual total for food service program related items is greater than $250,000 (~~small purchase~~simplified acquisition threshold) per year per procurement event or in aggregate purchases this organization will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

Micro-Purchases may be used for single purchases under $10,000 made with a vendor [2 CFR 200.320(a)].
Prices will be reviewed for reasonableness [2 CFR 200.320(a)].
Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

~~Small Purchase~~Simplified Acquisition Threshold Procedures

For purchases made below the ~~small purchase~~simplified acquisition threshold, ~~Small Purchase~~simplified acquisition threshold p~~P~~rocedures will be utilized to purchase necessary goods and services. When ~~Small Purchase~~simplified acquisition threshold p~~P~~rocedures are used, this organization will take the following steps:

1. Contact a reasonable number of qualified vendors.
2. Write specifications for goods and services.
3. Document each vendor's quoted price. (ex. log sheet)
3. Select the company that provides the lowest, most responsive, and responsible bid.
4. Document supplier who was awarded the quote.
5. Manage orders by confirming product and prices match quotes.

Formal Competitive Solicitation Procedures

For purchases made in excess of the ~~small purchase~~simplified acquisition ~~-~~threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid ("IFB") or Request for Proposal ("RFP") document specifically addressing the items to be procured
    a. Include detailed specifications
    b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
    a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
    a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
    b. Responsible bidders will be those who are capable of performing successfully under the terms and conditions of the contract.
4. Award the contract
    a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
    b. At least two weeks before program operations begin
    c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the ~~small purchase~~simplified acquisition ~~-~~threshold established in the sponsor's procurement policy statement is less than $250,000, the smaller bid threshold will govern.)

Procurement Summary

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(l-7]

B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. [2 CFR 200.319(a)(6)]

C. Documentation: We shall maintain for the current year and the preceding three years all significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)]

D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)]

E. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b])

G. General Requirements:

1. Small, minority, veteran-owned, and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
2. Ensure compliance with the Buy American Provision when purchasing food 7 CRF 210.21(d).
3. A cost or price analysis in connection with every procurement action in excess of the ~~Small Purchase~~simplified acquisition t~~T~~hreshold including contract modifications. [2 CFR 200.323(a)]
4. Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]

H. Duties of Food Service Supervisor:

1. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.
2. Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
3. Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.
4. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
5. Place and confirm orders with vendors or make plans to purchase the required items.
6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
7. To work with vendors on a fair and equal basis.
8. To conduct an in-house procurement review once per year.

Date of Adoption: ~~[Insert Date]~~August 12, 2019

Date of Revision: July 14, 2025

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 purchase~~simplified acquisition thresholds (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]~~February 10, 2025

Date of Revision: July 14, 2025

Business Operations

Safe Driving Record Standard for Drivers

Standard for Pupil Transportation Vehicle Drivers: Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit, including the successful completion of a physical assessment and a Medical Examiner's Certificate.

One of the requirements for obtaining such a permit is that the person have a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Small Vehicles for Activity Trips: Each person who drives a small vehicle (car or van) other than a pupil transportation vehicle for school activities and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system, within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Drivers who exclusively drive small vehicles for activity trips are not required to obtain a Medical Examiner's Certificate.

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Legal Reference: Neb. Rev. Stat. Sections 79-318, 79-602, 79-607 and 79-608
Neb. Rev. Stat. Sec. 60-4,182 (point system)
Title 92, Nebraska Administrative Code, Chapters 91 & 92

Date of Adoption: ~~[Insert Date]~~June 12, 2017
Date of Revision: July 14, 2025

Personnel - All Employees (& Students)

Anti-discrimination, Anti-harassment, and Anti-retaliation

A. Elimination of Discrimination.

~~[Name] Public~~ 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.

~~[Name] Public~~ Wayne Community ~~-~~Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or 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 designated and approved 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:

Students: ~~[Name of Director],~~ Director of Student Services [or other title], ~~[Street Address]~~ 611 West 7th Street, ~~[City]~~, Wayne, NE ~~[Zip Code]~~ 68787(__402_) __375_-__3150__ ~~([Email Address]).~~

Employees and Others: ~~[Name of Director]~~, Human Resources Director [or other title], ~~[Street Address]~~, 611 West 7th Street ~~[City]~~ Wayne, NE ~~[Zip Code]~~ 68787 (__402_) __375_-__3150__ ~~([Email Address])~~.

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 Office of Civil Rights in the U.S. Department of Education (OCR), please contact 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.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

The ~~[Name] Public~~ Wayne Community Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or

ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

a. Name-calling,
b. Teasing or taunting,
c. Insults, slurs, or derogatory names or remarks,
d. Demeaning jokes,
e. Inappropriate gestures,
f. Graffiti or inappropriate written or electronic material,
g. Social media comments, including cyberbullying or cyber-harassment,
h. Visual displays, such as cartoons, posters, or electronic images,
i. Threats or intimidating or hostile conduct,
j. Physical acts of aggression, assault, or violence, or
k. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

a. Unwelcome sexual advances or propositions,
b. Requests or pressure for sexual favors,
c. Comments about an individual’s body, sexual activity, or sexual attractiveness,
d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person’s will or where a person is incapable of giving consent due to the victim’s age, intellectual disability, or use of drugs or alcohol,

f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):
Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District 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 District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance 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 District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist as determined by the investigator. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will ~~not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline~~be determined by the investigator and in compliance with any legal requirements. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

a. Providing the parties with the opportunity to present witnesses and provide evidence.

b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
c. 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.
d. 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?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

a. A summary of the facts,
b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. 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.

The District ~~will~~ may, when appropriate or when legally required, send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one ~~(1) working day~~week after the investigation is completed. 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.

ii. Level 2 (Appeal to the Superintendent):
If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the

investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):
If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board ~~at a Board meeting~~or a Committee of the Board of Education to present his or her appeal. ~~The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party.~~ The Board or Committee of the Board of Education may, in its discretion, ~~will~~ issue a written determination about the appeal ~~within thirty (30) days after the party addresses the Board~~. The Board or a Committee of the Board may, in the alternative, vote on the appeal and send the party the outcome of the vote. The party who filed the appeal will be sent the Board's determination. ~~at the time it is issued, and a copy will be sent to the designated compliance coordinator.~~ The Board's or Committee's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:
The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. Training:
The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
j. Recommending changes to this policy and grievance procedure.
k. Performing other duties as assigned.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further

information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: ~~[Insert Date]~~ July 12, 2021
Date of Revision: July 14, 2025

Notice of Nondiscrimination

The ~~[Name] Public~~ Wayne Community School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or 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 designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: ~~[Name of Director],~~ Director of Student Services [or other title], ~~[Street Address]~~ 611 West 7th Street, ~~[City]~~ Wayne, NE ~~[Zip Code]~~ 68787 (_402__) _375__-___3150_ ~~([Email Address]).~~

Employees and Others: ~~[Name of Director]~~, Human Resources Director [or other title], ~~[Street Address]~~ 611 West 7th Street, Wayne, ~~[City]~~, NE ~~[Zip Code]~~ 68787 (_402__) _375__-__3150__ ~~([Email Address])~~.

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.

Complaint Form
Discrimination, Harassment or Retaliation

The ~~[Name] Public~~ Wayne Community School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or 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 designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: ~~[Name of Director],~~ Director of Student Services [or other title], ~~[Street Address]~~ 611 West 7th Street, ~~[City]~~ Wayne, NE ~~[Zip Code]~~ 68787 (__402_) _375__-__3150__ ~~([Email Address])~~.

Employees and Others: ~~[Name of Director]~~, Human Resources Director [or other title], ~~[Street Address]~~ 611 West 7th Street, ~~[City]~~ Wayne, NE ~~[Zip Code]~~ 68787 (_402__) _375__-__3150__ ~~([Email Address])~~.

Name: _____ Date: _____

(1) Description of the complaint: _____
_____
_____._
_____

(2) Names of any witnesses to the matter being complained about: _____
_____
_____.

(3) Identify and attach any document supporting the complaint: _____
_____.

(4) Confidentiality: I ___ do__ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____
_____.

(5) Relief requested (what I want done in response to this complaint):

_____
_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature:_____
Received by: _____ Date: _____

Personnel - All Employees

Drug and Substance Use and Abuse

It is the policy of the ~~[Name] Public~~ Wayne Community 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 insure 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 of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 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, and all regulations and rules promulgated pursuant thereto. 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. §31306 and 49 CFR Part 382

Date of Adoption: ~~[Insert Date]~~ July 11, 2022
Date of Revision: July 14, 2025

4009 - APPENDIX 1

CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING: FEDERAL REGULATIONS, [NAME] PUBLIC SCHOOL'S 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~~ Wayne Community 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~~ Wayne Community 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 can not 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~~.

(L) The requirement that the following personal information collected and maintained under this part shall be reported to the Clearinghouse:

(i) A verified positive, adulterated, or substituted drug test result;

(ii) An alcohol confirmation test with a concentration of 0.04 or higher;

(iii) A refusal to submit to any test required by law;

(iv) An employer's report of actual knowledge of:

(A) On duty alcohol use~~; pursuant to § 382.205;~~

(B) Pre-duty alcohol use ~~pursuant to § 382.207~~;

(C) Alcohol use following an accident ~~pursuant to § 382.209~~; and

(D) Controlled substance use ~~pursuant to § 382.213~~;

(v) A substance abuse professional ~~(SAP as defined in § 40.3 of this title)~~ report of the successful completion of the return-to-duty process;

(vi) A negative return-to-duty test; and

(vii) An employer's report of completion of follow-up testing.

Legal Reference: 49 CFR §382.601(b)(12).

Date of Adoption: ~~[Insert Date]~~ July 14, 2025

APPLICANT'S CONSENT
TO OBTAIN PAST DRUG AND ALCOHOL TEST RESULTS

I,_____*[insert applicant's name]*, understand that as a condition of hire with [Name] Public Schools ("*School District")* I must give the School District written Consent to obtain the results of all DOT-required drug and/or alcohol tests (including any refusals to be tested) from all of the companies for which I worked as a driver, or for which I took a pre-employment drug and/or alcohol test during the past two (2) years. I also understand that the School District requires me to consent to access to the same information concerning any non-DOT driver drug and/or alcohol tests which I took during this same period of time. I have also been advised and understand that my signing of this consent does not guarantee me a job or guarantee that I will be offered a position with the School District.

Below I have listed all of the companies for which I worked as a driver, or for which I took a pre- employment driver position drug and/or alcohol test during the past two (2) years. I hereby consent to the School District obtaining from those companies, and I hereby consent to those companies furnishing to the School District, all requested information concerning my drug and alcohol tests, including:

(i) all DOT and non-DOT alcohol test results of 0.04 or greater during the past two (2) years;
(ii) all verified positive DOT and non-DOT drug test results during the past two (2) years;
(iii) all instances in which I refused to submit to a DOT-required drug and/or alcohol test during the past two (2) years;
(iv) any other violations of DOT agency drug and alcohol testing regulations during the past two (2) years; and
(v) documentation of successful completion of DOT return-to-duty requirements (including follow-up tests) in the event of a violation of a DOT drug and alcohol testing regulations during the past two (2) years.

I specifically authorize the companies to fully complete the School District's Report of Past Drug and/or Alcohol Test Results form.

The following is a list of all of the companies for which I worked as a driver, or for which I took a pre-employment driver position drug and/or alcohol test, during the past two (2) years:

Company name	Dates worked for/took pre-employment test

APPLICANT CERTIFICATION

I have carefully read and fully understand this Consent to release my past drug and alcohol test results. In authorizing the release of my test results, I consent and agree to waive any physician-patient privilege that may otherwise exist with respect to the confidentiality of my drug and alcohol test results. I further release the Company and its medical review officer, and any officer, employee or agent of the Company or medical review officer whose disclosure of the results is in accordance with this release from any and all claims or causes of actions which may result from the disclosure of such test results to the person or persons identified on this release form.

In signing below, I certify that all of the information which I have furnished on this form is true and complete, and that I have identified all of the companies for which I have either worked, or for which I took a pre- employment drug and/or alcohol test, as a driver during the past two years. I understand that this information is material to my hiring and that my failure to provide true and complete information will automatically disqualify me for a position with the School District or, in the event that I am hired, subject me to immediate termination. Further, I understand that in the event of receipt of a report of past drug and/or alcohol violation, any conditional offer of employment will be revoked and in the event I have been hired, any employment will be automatically ended.

_____ _____ _____

Signature of Applicant Print Name Date

General Consent for Limited Queries of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse

I, (Driver Name), hereby provide consent to ~~[Name] Public~~ Wayne Community Schools ("District") to conduct a limited query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghous. This consent is valid for so long as I remain an applicant for, or an employee of, the District for a position that requires a CDL.

I understand that if the limited query conducted by the District indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to the District without first obtaining additional specific consent from me.

I further understand that if I refuse to provide consent for the District to conduct a limited query of the Clearinghouse, the District must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

_____ _____

Employee Signature Date

Students

Admission Requirements

Minimum Age:
A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten:
The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child's: (1) mental ability, (2) emotional/social development, (3) pre academic skills, and (4) fine motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

a. will turn 5 years of age between August 1 and October 15;
b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
c. are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
    1. mental ability defined as scoring 84th percentile or above on a standardized assessment of cognitive ability such as the Wechsler Pre Primary Scale of Intelligence III, or the Stanford-Binet V;
    2. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2);
    3. 75th percentile or greater on a test of pre academic skills such as the Woodcock Johnson III; and
    4. a test of fine motor ability, scoring 75th percentile or above on a standardized measurement such as the Beery VMI.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed.

Parents must fill out the early entrance application forms, which include a parent questionnaire.

The assessment request and parent questionnaire must be completed and returned to the District no later than July 1st before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Admission to First Grade:
A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates:
A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21:
A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:
The parents or legal guardian shall furnish:

(1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, within 30 days of enrollment. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but may result in a referral to local law enforcement for investigation).

(2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.

(3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation.

(4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes than an exception to the immunization requirements are met.

(5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district, in its sole and absolute discretion upon a proper application, approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Military Families

If a parent presents evidence to the District of military orders that the military family will be stationed in the State of Nebraska during the current or following school year, and the parent resides in or is stationed on federally owned property within the boundaries of the District, the District will enroll preliminarily the parent's students, including any such student that has an Individualized Education Plan, a 504 Plan, or otherwise receives special education services.

Legal Reference: Neb. Rev. Stat. Sections 43-2001 to 43-2012
Neb. Rev. Stat. Sec. 79-214
Neb. Rev. Stat. Sections 79-217 to 79-223
Neb. Rev. Stat. Sec. 79-266.01
173 NAC Chapters 3 and 4 (HHS Regulations)

Date of Adoption: ~~[Insert Date]~~July 10, 2023

Date of Revision: June 9, 2025

FORMS FOR HEALTH RELATED ADMISSION REQUIREMENTS

1. **Notice of Requirements for Student Admission—Birth Certificate, Immunization, Physical Examination and Visual Evaluation**

2. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict**

3. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict (Alternative: HHS Form)**

4. **Immunization—Affidavit of Refusal—For Medical Reason (HHS Form)**

5. **Immunization—Medical Documentation of Varicella (Chickenpox) Disease (HHS Form)**

6. **Physical Examination or Visual Evaluation—Parent Objection Form**

7. **Waiver of Physical Examination/Visual Evaluation Requirement (HHS Form)**

~~8. HHS Summary of the School Immunization Rules and Regulations 2019-2020~~

~~9.~~8. **Affidavit (For Child to Enroll Early in Kindergarten)**

~~10.~~9. **Request for Non-disclosure of High School Personal Information to Institutions of Higher Education and Military Recruiters**

~~11.~~10. **Section 9528. Armed Forces Recruiter Access to Students and Student Recruiting Information**

NOTICE OF REQUIREMENTS FOR STUDENT ADMISSION— BIRTH CERTIFICATE, IMMUNIZATION, PHYSICAL EXAMINATION AND VISUAL EVALUATION

Nebraska law requires that the parents or legal guardian furnish the following documents as a condition of admission to school:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
2. Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
3. Evidence of a visual evaluation (for school year 2019-2020 and each school year thereafter) by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
4. Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law (refer to Health and Human Services regulations, 173 NAC 3).
5. On and after July 1, 2010, every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

Forms to submit objections are available from the school.

The following information is provided to assist a parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify: Information about free or reduced-cost visual evaluations may be obtained from the Nebraska Foundation for Children's Vision (NFCV), nechildrensvision.org, 1633 Normandy Court, Suite A, Lincoln, NE 68512—Fax 402-476-6547—Phone 402-474-7716. To identify a participating SEE TO LEARN doctor nearest you, call 1-800-960-3937. For assistance from VISION USA call 1-800-766-4466. In addition, Lions Clubs throughout Nebraska are committed to assisting disadvantaged families by sponsoring eye exams and eyewear. NOA member doctors will provide eye exams at no cost if no other resources are available.

AFFIDAVIT OF REFUSAL OF IMMUNIZATION--
FOR REASON OF RELIGIOUS CONFLICT
(For School Admission)

The undersigned, being first duly sworn, states upon oath as follows

This affidavit is submitted for the following child: _____.

I state that I am submitting this affidavit in the position of (*initial* as appropriate):

____ Self, as I am the child and I am of the age of majority
____ As a legally authorized representative of the child based on (insert description of legal authority; e.g., parent or legal guardian):
_____

I understand that state law requires that the child be protected by immunization against certain contagious diseases prior to enrollment in school. I hereby swear and affirm that such immunization requirements (*initial* as applicable):

____ Conflict with the tenets and practice of a recognized religious denomination of which the child is an adherent or member; or
____ Conflict with the personal and sincerely followed religious beliefs of the child.

I will not hold ~~[Name] Public Schools~~ Wayne Community Schools responsible for any injury or harm caused by or relating to such refusal to obtain immunization for the child.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this ____ day of _____, 20__.

_____
Affiant

STATE OF NEBRASKA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by_____.

_____
Notary Public

[Legal Reference: Neb. Rev. Stat. sections 79-217 and 79-221; HHS Regulation 173 NAC 3]

AFFIDAVIT
Refusal of Immunization of Student for Religious Reasons

State of Nebraska

ss.

County of

This Affidavit is being submitted on behalf of

_____

(Name of Student) (Birthdate of Student)

If the student is of the age of majority:

I, , of lawful age and being first duly sworn,
(Name of Affiant/Student)
depose and state as follows:

Immunization conflicts with the tenets and practice of a recognized religious denomination of which I am an adherent or member or immunization conflicts with my personal and sincerely followed religious beliefs.

If the student is a minor:

I, , as legally authorized representative of
(Name of Affiant)

, of lawful age and being first duly sworn,
(Name of Student)
depose, and state as follows:

Immunization conflicts with the religious tenets and practice of a recognized religious denomination of which the student is an adherent or member or immunization conflicts with the student's personal and sincerely followed religious beliefs.

(Signature of Affiant)

SUBSCRIBED AND SWORN to before me this day of

Notary Public

REFUSAL OF IMMUNIZATION
For Medical Reasons

As the physician of:

_____

Child's Last Name First Name Age

_____

Birth Date School Grade

A. I have elected to not immunize this student against the following disease(s): (check box*)

☐ Diphtheria

☐ Tetanus

☐ Pertussis

☐ Polio

☐ Measles (Rubeola)

☐ Mumps

☐ Rubella (German Measles)

☐ Hepatitis B

☐ Varicella (chickenpox)

In my opinion, this/these immunization(s) would be injurious to the health and well-being of

☐ The student

☐ A member of the student's household or family

Comments _____

_____

_____

Signature of Physician Date

* Each disease for which a vaccine has not been administered must be checked. Parent / guardian must submit dates of immunization for all other diseases.

Documentation of Varicella (Chickenpox) Disease

(To be filled out by the parent, guardian, or medical provider of the child/student)

This document is being submitted on behalf of:

_____

(Name of child/student) (Birth date of child/student)

I _____ verify that the above listed child/student
Parent/Guardian/Medical Provider

had the varicella disease in _____ (year).

_____

(Signature of parent/guardian/medical provider)

PARENT OBJECTION TO
PHYSICAL EXAMINATION OR VISUAL EVALUATION
(For School Admission)

I am the parent or guardian of the following children who are enrolling in the beginner grade or seventh grade in ~~[Name] Public~~ Wayne Community ~~-~~Schools, or who are transferring from out of state into any grade in [Name] Public Schools:

Child No. 1: _____
Child No. 2: _____

I understand that state law requires that the school be provided with: (1) evidence of a physical examination by a physician, physician's assistant, or nurse practitioner and (2) a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist. The physical examination and visual evaluation is required to be completed within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. No such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing.

I hereby object in writing to the:

_____ physical examination
____ visual evaluation
(check one or both)

for the above named child(ren). I will not hold ~~[Name] Public~~ Wayne Community Schools responsible for any injury or harm caused by or relating to such refusal to obtain a physical examination of visual evaluation for the above named child(ren).

Dated this ____ day of _____, 20__.

_____
Parent or Guardian

[Legal Reference: Neb. Rev. Stat. sections 79-214(3) and 79-220]

Nebraska Department of Health and Human Services

Department of Health and Human Services

Waiver of Physical Examination/Visual Evaluation Requirement

School Name (if desired)

Note to Parent/Guardian: please complete and return to the school health office if you wish to have your child waived from these requirements as allowed by Nebraska law. If you have questions, please contact the school nurse or the school office. Thank you.

As a Parent/Guardian of - Student Name	Student ID#
School Name	Grade

I object to the following requirements for school entry as legislated in Nebraska Revised Statutes 79-214 and 79-220.

Check which apply:

☐ Physical examination by a licensed physician, physician assistant or advance nurse practitioner within six months prior to school entry. *(Applies to: Kindergarten or beginner grade, out of state transfers to any grade, and seventh grade).*

☐ Visual evaluation by a licensed physician, physician assistant, advanced nurse practitioner, or vision professional (optometrist or ophthalmologist) within six months prior to school entry. *(Applies to: Kindergarten or entry grade and out of state transfer to any grade).*

I understand that I may request information to assist me in receiving information about reduced-cost vision examination as required by NRS 79-220.

I understand provisions in the law allow me to waive the requirement for this examination by my signed statement.

SIGN HERE_____

Signature of Parent/Guardian Date

Comments: _____

_____

_____

_____

_____

_____

FH-40 (44040) 6/07
(New Form)

Summary of the School Immunization Rules and Regulations

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: http://dhhs.ne.gov/Pages/reg_t173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
Updated 01/26/2018

AFFIDAVIT
(For Child to Enroll Early in Kindergarten)

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or guardian of _____ (Child's name). The Child's date of birth is _____. The Child will reach the age of five years on or after August 1 and on or before October 15 of the current school year.

I elect to enroll the Child this school year and hereby affirm (check or initial appropriate provision for early enrollment):

____ the Child attended kindergarten in another jurisdiction in the current school year; or

____ the family anticipates relocation to another jurisdiction that would allow admission within the current year; or

____ the Child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the board.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this ____ day of _____, 20__.

_____
Parent or Guardian

STATE OF NEBRASKA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by_____.

_____
Notary Public

Request For Non-disclosure of
High School Student Personal Information
To Institutions of Higher Education or Military Recruiters

I hereby request that the name, address, and telephone listing of _____ (name of student), a high school student at ~~[Name] Public~~ Wayne Community Schools, not be released without prior parental consent to:

____ institutions of higher education
____ military recruiters
(check one, both, or none)

Signed by: ___ Student ___ Parent (Check One)

_____ Signature/Date

_____ Print Name

_____ Address

_____ City/State/Zip Code

Note to students/parents: This certificate can be signed by either student or a parent. The provision of this form does not reflect the position of ~~[Name] Public~~ Wayne Community Schools that the request for non-disclosure should or should not be made.

‘‘SEC. 9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.

‘‘(a) POLICY.—

‘‘(1) ACCESS TO STUDENT RECRUITING INFORMATION.—Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.

‘‘(2) CONSENT.—A secondary school student or the parent of the student may request that the student’s name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

‘‘(3) SAME ACCESS TO STUDENTS.—Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

20 USC 7908.

Students

Full-time and Part-time Enrollment

Full-time Enrollment

Students must be enrolled in ~~[Name] Public~~ Wayne Community Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

(1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.

(2) Enrollment of a non-public school student in [Name] Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.

(3) Non-public school students are not to be given priority over full-time students.

(4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.

(5) Enrollment of non-public school students is not to negatively affect the educational

services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.

2. Deadline for Applications. The application must be received by August 1st preceding the school year the student wishes to enroll.

   a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
   b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.

3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.

4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.

5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.

2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Students may not typically enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.

2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will ordinarily not be available for non-public school students.

3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.

4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.

5. Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, non-public school students may select their courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.

2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.

3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.

4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.

5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.

6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.

7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.

8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.

9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. Non-resident students may only be admitted on a part-time basis or permitted to participate in a school-sponsored extracurricular activity when required by law. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in ~~no more and no less than~~ five credit hours through the District in ~~any~~ the semester in which the student participates in an extracurricular activity. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,136 and Sec. 79-526
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: ~~[Insert Date]~~ July 10, 2023

Date of Revision: July 14, 2025

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

   Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading at the time the record was created.

   Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or otherwise allowed by law. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

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:

~~Kathleen Styles,~~ Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Notice Concerning Directory Information

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone ~~listing~~number, and the name, address, telephone ~~listings (if not unlisted)~~ number, 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.~~5. Student's extra-curricular participation;
~~7.~~6. Student's achievement awards or honors;
~~8.~~7. Student's weight and height if a member of an athletic team; and
~~9.~~8. Student's photograph~~; and~~.
~~10.~~9. ~~School or school district the student attended before he or she enrolled in [Name] Public Schools.~~

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, or would otherwise not be in a student's best interests.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.~~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 weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.~~

~~The District may disclose information about former students without meeting the conditions in this section.~~

~~**OPTIONAL**~~

~~In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in Sec. 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, Sec. 99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student —~~

~~To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in Sec. 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (Sec. 99.31(a)(1))~~

~~To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of Sec. 99.34. (Sec. 99.31(a)(2))~~

~~To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the~~

~~requirements of Sec. 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (Sections 99.31(a)(3) and 99.35)~~

~~In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (Sec. 99.31(a)(4))~~

~~To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to Sec. 99.38. (Sec. 99.31(a)(5))~~

~~To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (Sec. 99.31(a)(6))~~

~~To accrediting organizations to carry out their accrediting functions. (Sec. 99.31(a)(7))~~

~~To parents of an eligible student if the student is a dependent for IRS tax purposes. (Sec. 99.31(a)(8))~~

~~To comply with a judicial order or lawfully issued subpoena. (Sec. 99.31(a)(9))~~

~~To appropriate officials in connection with a health or safety emergency, subject to Sec. 99.36. (Sec. 99.31(a)(10)~~

~~Information the District has designated as "directory information" under Sec. 99.37. (Sec. 99.31(a)(11))~~

~~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 [Name] 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.

Students

Promotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Legal Reference: Neb. Rev. Stat. Sec. 79-526 & 79-2,161

Date of Adoption: ~~[Insert Date]~~ March 8, 2021
Date of Revision: July 14, 2025

DR. BRIAN L. MAHER, COMMISSIONER
TEL 402.471.2295
FAX 402.471.0117
P.O. Box 94987
Lincoln, NE 68509-4987
education.ne.gov

Request to Repeat a Grade

August 2024

Nebraska Revised Statute 79-2,161 establishes a procedure whereby a parent or guardian can request their child to repeat a grade for the following reasons:

a) Academic needs *(Student in grades Kindergarten thru fourth)* – Academic needs means that a child is at least one year below grade level and behind the child's typically developing peers in reading, English, and language arts such that the child does not possess the necessary academic skills required to succeed in reading, English, and language arts at grade level for the next grade the student would otherwise advance to

b) Excessive Absenteeism *(Student in grades K-12)* – Excessive absenteeism means that the child was absent fifty percent or more of the school year and includes excused absences, unexcused absences, and absences due to suspension or expulsion. Absences due to approved school-related activities, such as field trips, competitions, athletic events, and testing, are not included; and

c) Illness (*Student in grades Kindergarten thru fourth)* - Illness means that the child experienced a severe mental or physical illness resulting in hospitalization of two or more weeks during the school year.

A parent or guardian intending to have their child repeat a grade shall request a meeting with school district superintendent or their designee to discuss the decision. The meeting should identify any alternative educational opportunities. If after meeting with the superintendent or their designee, the parent still wishes to retain their child, they must complete this form.

Parent/Guardian Name: _____

Name of Child:_____

Grade Level to be Repeated: _____

Current School District:_____

Date of Meeting with District: _____

Reason and Description for Requesting Repeating of Grade:

☐ Academic Needs (K-4)

_____

_____

_____

_____

☐ Excessive Absenteeism (K-12)

_____

_____

_____

_____

☐ Illness (K-4)

_____

_____

_____

_____

Summary of Meeting with Superintendent or their Designee:

_____

_____

_____

_____

Please submit this form to the superintendent or their designee with whom you met initially about the request for retention. Upon completion of the form, and if all requirements are met, the school district shall honor the request to repeat a grade for the next school year.

_____

Signature of Parent/Guardian Date

To be completed by district:

School of Attendance Name: _____

School of Attendance Code: _____

Student State ID (To be Provided by District): _____

_____

Signature of Superintendent/Designee Date

Districts, please retain a copy of this form, and email nde.form@nebraska.gov for instructions on how to securely submit this form.

Students

Association Activities

The ~~[Name] Public~~ Wayne Community School District is a member of the Nebraska School Activities Association, which is a voluntary organization of public and private schools of Nebraska organized for the purpose of promoting and regulating the competition between schools in what is generally known as the extracurricular activities.

All students participating in extracurricular activities shall follow the rules provided by the Nebraska School Activities Association and rules of [Name] Public Schools. The Superintendent or designee shall, as required by law, designate each school-sponsored interscholastic athletic team or sport as either: (1) boys; (2) girls; or (3) mixed.

Students who represent [Name] Public Schools in any of its allied or extracurricular activities shall practice a high level of citizenship both in school and in community living.

Legal Reference: LB 89 (2025)

Date of Adoption: ~~[Insert Date]~~ July 14, 2025

Students (& Employees)

Anti-discrimination, Anti-harassment, and Anti-retaliation

A. Elimination of Discrimination.

The ~~[Name] Public~~ Wayne Community School District 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.

The ~~[Name] Public~~ Wayne Community School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or 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 designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: ~~[Name of Director],~~ Director of Student Services [or other title], ~~[Street Address]~~ 611 West 7th Street, ~~[City]~~ Wayne, NE ~~[Zip Code]~~ 68787 (_402__) _375__-__3150__ ~~([Email Address])~~.

Employees and Others: ~~[Name of Director],~~ Human Resources Director [or other title], ~~[Street Address]~~ 611 West 7th Street, ~~[City]~~ Wayne, NE ~~[Zip Code]~~ 68787 (__402_) __375_-__3150__ ~~([Email Address])~~.

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 Office for Civil Rights in the U.S. Department of Education (OCR), please contact 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.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

The ~~[Name] Public~~ Wayne Community School District is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny,

interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

a. Name-calling,
b. Teasing or taunting,
c. Insults, slurs, or derogatory names or remarks,
d. Demeaning jokes,
e. Inappropriate gestures,
f. Graffiti or inappropriate written or electronic material,
g. Visual displays, such as cartoons, posters, or electronic images,
h. Threats or intimidating or hostile conduct,
i. Physical acts of aggression, assault, or violence, or
j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

a. Unwelcome sexual advances or propositions,
b. Requests or pressure for sexual favors,
c. Comments about an individual’s body, sexual activity, or sexual attractiveness,
d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person’s will or where a person is incapable of giving consent due to the victim’s age, intellectual disability, or use of drugs or alcohol,
f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):
Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District 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 District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance 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 District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist as determined by the investigator. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity if the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will be determined by the investigator and in compliance with any legal requirements~~not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline~~. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

a. Providing the parties with the opportunity to present witnesses and provide evidence.
b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
c. 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.

d. 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?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

a. A summary of the facts,
b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. 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.

The District may, when appropriate or when legally required, ~~will~~ send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one (1) ~~working day~~ week after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):
If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):
If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the

Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board or a Committee of the Board of Education ~~at a Board meeting~~ to present his or her appeal. ~~The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party.~~ The Board or Committee of the Board of Education may, in its discretion, ~~will~~ issue a written determination about the appeal ~~within thirty (30) days after the party addresses the Board~~. The Board or a Committee of the Board may, in the alternative, vote on the appeal and send the party the outcome of the vote. The party who filed the appeal will be sent the Board's determination ~~at the time it is issued, and a copy will be sent to the designated compliance coordinator~~. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure

discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
j. Recommending changes to this policy and grievance procedure.
k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.

Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: ~~[Insert Date]~~ July 12, 2021

Date of Revision: July 14, 2025

Notice of Nondiscrimination

The ~~[Name] Public~~ Wayne Community School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or 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 designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: ~~[Name of Director],~~ Director of Student Services [or other title], ~~[Street Address]~~ 611 West 7th Street, ~~[City]~~ Wayne, NE ~~[Zip Code]~~ 68787 (_402__) _375__-___3150_ ~~([Email Address]).~~

Employees and Others: ~~[Name of Director]~~, Human Resources Director [or other title], ~~[Street Address]~~ 611 West 7th Street, Wayne, ~~[City]~~, NE ~~[Zip Code]~~ 68787 (_402__) _375__-__3150__ ~~([Email Address])~~.

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.

Complaint Form
Discrimination, Harassment or Retaliation

The ~~[Name] Public~~ Wayne Community School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, military or 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 designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: ~~[Name of Director],~~ Director of Student Services [or other title], ~~[Street Address]~~ 611 West 7th Street, ~~[City]~~ Wayne, NE ~~[Zip Code]~~ 68787 (__402_) _375__-__3150__ ~~([Email Address])~~.

Employees and Others: ~~[Name of Director]~~, Human Resources Director [or other title], ~~[Street Address]~~ 611 West 7th Street, ~~[City]~~ Wayne, NE ~~[Zip Code]~~ 68787 (_402__) _375__-__3150__ ~~([Email Address])~~.

Name: _____ Date: _____

(1) Description of the complaint: _____
_____
_____._
_____

(2) Names of any witnesses to the matter being complained about: _____
_____
_____.

(3) Identify and attach any document supporting the complaint: _____
_____.

(4) Confidentiality: I ___ do__ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____
_____.

(5) Relief requested (what I want done in response to this complaint):

_____
_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature:_____
Received by: _____ Date: _____

Students

Identification of Learners with High Ability

The Board of Education recognizes that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary.

~~Learners with high ability shall be identified in the academic areas of mathematics, science, social studies, and language arts. Identification of learners in grades 3-11 with high ability in the specified academic areas shall be based on the criteria listed below. Students shall meet two of the following criteria to be identified as a learner with high ability.~~

~~1) Composite total test score of the 95th percentile or above on the NRT **OR**, 95th percentile or above in math, reading, language arts, science, or social studies; **PLUS** a composite total of 80% or above on the same test.~~

~~2) A score of above average or higher on a cognitive screening test.~~

~~3) Teacher nomination.~~

~~A listing of students who meet the district criteria for learners of high ability and the areas of high capability of each of those students will be made available to classroom teachers, by the school district administration, within the first thirty (30) days of each school year.~~

~~Within the first thirty (30) days of each school year, the school district administration shall make available to parents or guardians of identified learners with high ability information about how their child has been identified~~The Superintendent or designee shall develop and implement such criteria to identify high ability learners, and shall take steps to offer accelerated or differentiated curriculum programs that will address the educational needs of the identified students at levels appropriate for the abilities of those students. The accelerated or differentiated curriculum programs shall meet the standards of quality established by the Nebraska Department of Education.

~~The administration shall implement the district wide plan for learners with high ability, as such plan is modified from time to time, in accordance with applicable laws and regulations.~~

Legal Reference: Neb. Rev. Stat. Sections 79-1106 to 79-1108.03

NDE Rule 3

Date of Adoption: ~~[Insert Date]~~ June 12, 2017

Date of Revision: July 14, 2025

Students

Foster Care Student Transportation

In accordance with federal and state law, the District's written transportation procedures for foster care children are as follows:

Students to be Transported

DHHS will contact the District to inform the District of a foster care student living in the District and/or to be educated by the District. The District will communicate with DHHS on any further matters concerning said foster care student(s).

School of Origin

The District will work to develop a transportation plan for each foster care student needing transportation to the student's school of origin, as defined and required by federal law. Each student's situation will be different, so there is no single transportation plan for every foster care student. Transportation options may include: (1) the foster care family; (2) a bus or school vehicle; (3) transportation to a pickup location; or (4) some other form of transportation in accordance with state and federal law. Foster care students on an IEP may require other considerations and/or different transportation obligations.

When required by law, the District will coordinate the foster care student's transportation to the school of origin while any disputes regarding transportation until the disputes are resolved.

Costs

If the student can be transported by the District without the District incurring any additional costs, then the District will normally transport the student. However, if the District will need to incur additional costs to transport the student, then DHHS will cover any such additional costs associated with the foster care student's transportation. If the District and DHHS are unable to agree on a transportation plan, the District and DHHS will work together to resolve any differences.

Oversight, Implementation, and Administration

The District's Homeless Liaison is responsible for overseeing these procedures, updating them as needed, and otherwise ensuring that the District complies with the transportation requirements for foster care students.

Legal Reference: 20 U.S.C. § 6312.

Date of Adoption:

Instruction

Electronic Communication Devices and Cell Phones

All students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:

1. When required by a student's Individualized Education Program or 504 Plan;
2. When authorized by the District for educational purposes during instructional time;
3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or
5. When determined appropriate by the Superintendent or Superintendent's designee.

All exceptions listed herein must be approved in advance by the appropriate school staff member.

Any student who violates this Policy may be subject to discipline under the District's Student Discipline Policy.

Legal Reference: LB 140 (2025)

Date of Adoption: [Insert Date]

Instruction

Behavioral Intervention and Classroom Management

1. Purpose

The District is committed to creating a learning environment where every individual is valued, respected, and supported. This Policy emphasizes the shared responsibility of individuals for their actions and their ability to learn, grow, and thrive. This Policy further provides a framework for encouraging positive behavior, addressing challenges in a caring and constructive way, and ensuring safe and supportive school and classroom environments.

2. General Principles

As part of the District's commitment to all students, the Board hereby implements a tiered-system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

This Policy does not replace or alter the Student Discipline Act when behaviors warrant student disciplinary action under that Student Discipline Act.

3. Standards

Tier 1: Universal Supports			
	District Level	**School Level**	**Classroom Level**
Sound Infrastructure & Shared Leadership	Develop and maintain a district-wide behavior framework, ensuring alignment with the district's vision and goals. Establish a leadership team to oversee implementation and sustainability.	Create school-level leadership teams to implement the district behavior framework. Build systems to support staff in consistent implementation of universal behavior strategies.	Teachers set up clear, consistent behavior expectations aligned with school and district policies. Classroom routines and physical environments are structured to promote positive behaviors.
Layered Continuum of Support	Ensure all schools have access to evidence-based universal behavior practices and instructional tools for promoting positive behavior.	Develop a school-wide plan for teaching and reinforcing positive behavior expectations for all students.	Integrate the development of emotional and interpersonal skills into daily instruction and explicitly teach expected behaviors.
Data-Based Decision-Making	Implement a district-wide behavior data system for tracking	Use behavioral data to assess school culture,	Collect and reflect on classroom behavior data to identify patterns or

	student behavioral incidents, attendance, and other indicators of behavior. Analyze district trends to guide support for schools.	climate and adjust universal supports.	unanticipated signs of distress and adjust teaching practices as needed.
Communication and Collaboration	Share district-wide behavior policies, expectations, and data with all stakeholders, including families and the community.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom.
Tier 2: Targeted Supports			
	District Level	**School Level**	**Classroom Level**
Sound Infrastructure & Shared leadership	Provide a menu of evidence-based Tier 2 intervention and training for implementation.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom that align with school and district policies.
Layered Continuum of Support	Allocate resources to support targeted interventions, such as additional staff or training for small group supports.	Implement interventions such as mentoring programs, social skills groups, or targeted behavior coaching.	Provide additional supports like daily progress monitoring and structured break.
Data-Based Decision-Making	Use district-wide systems to track the effectiveness of Tier 2 interventions and adjust as needed.	Monitor progress using behavior data: point sheets, observations, or student self-assessments and input data in district-wide systems.	Document daily data on student progress to evaluate the impact of interventions.
Communication and Collaboration	Facilitate communication between schools, families, and community partners about available Tier 2 supports.	Engage families in the intervention process by providing regular updates and involving them in problem solving and goal setting.	Maintain open lines of communication with families about their child's progress and strategies to promote support the behavior goals at home.
Tier 3: Intensive, Individualized Supports			
	District Level	**School Level**	**Classroom Level**
Sound Infrastructure & Shared leadership	Ensure access to specialized staff to design and oversee intensive interventions.	Assemble a multidisciplinary team to develop and implement Functional Behavioral Assessments (FBAs) and Behavior	Collaborate with specialists to integrate individualized supports into classroom routines that align with school and district policies.

		Intervention Plans (BIPs).	
Layered Continuum of Support	Coordinate external services and resources for students requiring wraparound support beyond the school.	Provide interventions or sessions tailored to the student's unique needs and communicate with external services and resources to align supports for students.	Consistently implement accommodations and modifications, such as sensory supports or de-escalation plans, to address individual behaviors.
Data-Based Decision-Making	Regularly review data on Tier 3 interventions and outcomes to ensure its effectiveness.	Use detailed, frequent data collection to refine and adjust BIPs based on student progress.	Implement daily monitoring and adjust individualized strategies as data indicates.
Communication and Collaboration	Partner with community agencies to align supports for students with complex needs.	Conduct regular meetings with families to review and revise plans based on student progress.	Provide ongoing feedback to families and specialists about the student's daily performance, progress, and needs.

4. Addressing Dysregulated Behavioral and Classroom Removal

This Policy outlines a structured approach for managing dysregulated behavior that disrupts the learning environment or poses safety concerns. The aim is to ensure the safety and well-being of all students and staff, while supporting the student in developing self-regulation skills and reintegrating into the classroom.

A. Criteria for Removal

i. *Safety Concerns*: Immediate removal may occur if a student poses a threat to their own safety, the safety of others, or the environment.

ii. *Disruption to Learning*: Removal may be necessary if the student's behavior significantly disrupts instruction or the learning environment.

iii. *Attempted Interventions*: Whenever possible, staff should use de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 interventions before considering removal. Severe behaviors that endanger safety may bypass prior interventions.

B. Procedure for Removal

i. *Behavior Documentation*: The teacher or staff member documents the behavior leading to the removal, including antecedents, attempted interventions, and the incident itself. A clear, objective description of the behavior must be included.

ii. *Safe Transition*: The student is escorted to a designated safe space, such as the office or a designated calming area, by trained personnel. Efforts are made to ensure the student remains calm and safe during the transition.
iii. *Notification*: Parents or guardians are notified as soon as possible about the removal. A detailed account of the behavior and any interventions attempted are shared.

C. Post-Removal Actions
i. *Restorative Meeting*: A meeting involving the student, parents or guardians, teacher or other designated staff member, and administrator may be scheduled to review the behavior, its impact, and steps to prevent recurrence. The meeting emphasizes restoring relationships and understanding the root cause of the behavior.
ii. *Behavior Support Plan (if needed)*: For recurring incidents, a behavior support plan is developed or reviewed, including targeted interventions and supports aligned with the student's needs. The plan may include strategies such as check-ins, mentoring, or additional behavioral learning supports.

D. Transition Back to the Classroom
i. *Reintegration Plan*: The student returns to the classroom with appropriate support, which may include a reintegration checklist, a designated buddy, or frequent check-ins with a trusted adult. Expectations and routines are explicitly reviewed with the student.
ii. *Ongoing Support and Monitoring*: Follow-up meetings with the student, teacher or other designated staff member, and parents/guardians are scheduled to evaluate progress. Data from behavior observations are used to adjust interventions and supports as needed.
iii. *Focus on Positive Growth*: A strengths-based approach is applied to recognize and reinforce improvements in behavior.

5. Communication and Collaboration

Families are partners in addressing the student's behavior and supporting reintegration. School staff will provide clear and transparent communication about any incident, the student's plan for return, and available resources. Collaboration will also occur between general education, special education, school psychologist, behavior specialists, school counselors, and/or social workers to ensure all supports align with the student's needs and strengths.

6. Required Training

The District will ensure that school employees are trained in behavioral awareness and intervention as required by this Policy and state law. The Superintendent is hereby delegated the authority and responsibility to develop or contract for such training and to ensure that the appropriate staff receive said training as required by state law.

7. Monitoring and Feedback

Parents, guardians, students, advocates and community members are encouraged to provide feedback on this Policy and the District's actions under this Policy. The Superintendent or designee is also directed to provide any feedback to the Board of Education as the Superintendent deems appropriate.

Legal Reference: Neb. Rev. Stat. § 79-262.01

Date of Adoption:

FORMS FOR HEALTH RELATED ADMISSION REQUIREMENTS

1. **Notice of Requirements for Student Admission—Birth Certificate, Immunization, Physical Examination and Visual Evaluation**

2. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict**

3. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict (Alternative: HHS Form)**

4. **Immunization—Affidavit of Refusal—For Medical Reason (HHS Form)**

5. **Immunization—Medical Documentation of Varicella (Chickenpox) Disease (HHS Form)**

6. **Physical Examination or Visual Evaluation---Parent Objection Form**

7. **Waiver of Physical Examination/Visual Evaluation Requirement (HHS Form)**

8. **HHS Summary of the School Immunization Rules and Regulations**

9. **Affidavit (For Child to Enroll Early in Kindergarten)**

10. **Request for Non-disclosure of High School Personal Information to Institutions of Higher Education and Military Recruiters**

11. **Section 9528. Armed Forces Recruiter Access to Students and Student Recruiting Information**

NOTICE OF REQUIREMENTS FOR STUDENT ADMISSION— BIRTH CERTIFICATE, IMMUNIZATION, PHYSICAL EXAMINATION AND VISUAL EVALUATION

Nebraska law requires that the parents or legal guardian furnish the following documents as a condition of admission to school:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
2. Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
3. Evidence of a visual evaluation (for current school year and each school year thereafter) by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
4. Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law (refer to Health and Human Services regulations, 173 NAC 3).
5. On and after July 1, 2010, every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

Forms to submit objections are available from the school.

The following information is provided to assist a parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify: Information about free or reducedcost visual evaluations may be obtained from the Nebraska Foundation for Children's Vision (NFCV), nechildrensvision.org, 1633 Normandy Court, Suite A, Lincoln, NE 68512—Fax 402-476-6547—Phone 402474-7716. To identify a participating SEE TO LEARN doctor nearest you, call 1-800-960-3937. For assistance from VISION USA call 1-800-766-4466. In addition, Lions Clubs throughout Nebraska are committed to assisting disadvantaged families by sponsoring eye exams and eyewear. NOA member doctors will provide eye exams at no cost if no other resources are available.

AFFIDAVIT OF REFUSAL OF IMMUNIZATION—
FOR REASON OF RELIGIOUS CONFLICT
(For School Admission)

The undersigned, being first duly sworn, states upon oath as follows

This affidavit is submitted for the following child: _____.

I state that I am submitting this affidavit in the position of (*initial* as appropriate):

____ Self, as I am the child and I am of the age of majority
____ As a legally authorized representative of the child based on (insert description of legal authority; e.g., parent or legal guardian):
_____

I understand that state law requires that the child be protected by immunization against certain contagious diseases prior to enrollment in school. I hereby swear and affirm that such immunization requirements (*initial* as applicable):

____ Conflict with the tenets and practice of a recognized religious denomination of which the child is an adherent or member; or
____ Conflict with the personal and sincerely followed religious beliefs of the child.

I will not hold Wayne Community Schools responsible for any injury or harm caused by or relating to such refusal to obtain immunization for the child.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this ____ day of _____, 20__.

_____
Affiant

STATE OF NEBRASKA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by_____.

_____
Notary Public

[Legal Reference: Neb. Rev. Stat. sections 79-217 and 79-221; HHS Regulation 173 NAC 3]

AFFIDAVIT Refusal of Immunization of Student for Religious Reasons

State of Nebraska
ss.
County of

This Affidavit is being submitted on behalf of

_____

(Name of Student) (Birthdate of Student)

If the student is of the age of majority:

I, , of lawful age and being first duly sworn,
(Name of Affiant/Student)
depose and state as follows:

Immunization conflicts with the tenets and practice of a recognized religious denomination of which I am an adherent or member or immunization conflicts with my personal and sincerely followed religious beliefs.

If the student is a minor:

I, , as legally authorized representative of
(Name of Affiant)

, of lawful age and being first duly sworn,
(Name of Student)
depose, and state as follows:

Immunization conflicts with the religious tenets and practice of a recognized religious denomination of which the student is an adherent or member or immunization conflicts with the student's personal and sincerely followed religious beliefs.

(Signature of Affiant)

SUBSCRIBED AND SWORN to before me this day of

Notary Public

REFUSAL OF IMMUNIZATION
For Medical Reasons

As the physician of:

_____

Child's Last Name First Name Age

_____

Birth Date School Grade

A. I have elected to not immunize this student against the following disease(s): (check box*)

☐ Diphtheria

☐ Tetanus

☐ Pertussis

☐ Polio

☐ Measles (Rubeola)

☐ Mumps

☐ Rubella (German Measles)

☐ Hepatitis B

☐ Varicella (chickenpox)

In my opinion, this/these immunization(s) would be injurious to the health and well-being of

☐ The student

☐ A member of the student's household or family

Comments _____

_____

_____

Signature of Physician Date

* Each disease for which a vaccine has not been administered must be checked. Parent / guardian must submit dates of immunization for all other diseases.

Printed from the Nebraska Health and Human Services System Web site. www.hhs.state.ne.us

Documentation of Varicella (Chickenpox) Disease

(To be filled out by the parent, guardian, or medical provider of the child/student)

This document is being submitted on behalf of:

_____

(Name of child/student) (Birth date of child/student)

I _____ verify that the above listed child/student
Parent/Guardian/Medical Provider

had the varicella disease in _____ (year).

_____

(Signature of parent/guardian/medical provider)

Printed from the Nebraska Health and Human Services System Web site. www.hhs.state.ne.us

PARENT OBJECTION TO
PHYSICAL EXAMINATION OR VISUAL EVALUATION

(For School Admission)

I am the parent or guardian of the following children who are enrolling in the beginner grade or seventh grade in Wayne Community Schools, or who are transferring from out of state into any grade in Wayne Community Schools:

Child No. 1: _____
Child No. 2: _____

I understand that state law requires that the school be provided with: (1) evidence of a physical examination by a physician, physician's assistant, or nurse practitioner and (2) a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist. The physical examination and visual evaluation is required to be completed within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. No such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing.

I hereby object in writing to the:

____ physical examination
____ visual evaluation
(check one or both)

for the above named child(ren). I will not hold Wayne Community Schools responsible for any injury or harm caused by or relating to such refusal to obtain a physical examination of visual evaluation for the above named child(ren).

Dated this ____ day of _____, 20__.

_____
Parent or Guardian

[Legal Reference: Neb. Rev. Stat. sections 79-214(3) and 79-220]



Department of Health and Human Services

Waiver of Physical Examination/Visual Evaluation Requirement

School Name (if desired)

Note to Parent/Guardian: please complete and return to the school health office if you wish to have your child waived from these requirements as allowed by Nebraska law. If you have questions, please contact the school nurse or the school office. Thank you.

As a Parent/Guardian of - Student Name	Student ID#
School Name	Grade

I object to the following requirements for school entry as legislated in Nebraska Revised Statutes 79-214 and 79-220.

Check which apply:

☐ Physical examination by a licensed physician, physician assistant or advance nurse practitioner within six months prior to school entry. *(Applies to: Kindergarten or beginner grade, out of state transfers to any grade, and seventh grade).*

☐ Visual evaluation by a licensed physician, physician assistant, advanced nurse practitioner, or vision professional (optometrist or ophthalmologist) within six months prior to school entry. *(Applies to: Kindergarten or entry grade and out of state transfer to any grade).*

I understand that I may request information to assist me in receiving information about reduced-cost vision examination as required by NRS 79-220.

I understand provisions in the law allow me to waive the requirement for this examination by my signed statement.

SIGN HERE_____

Signature of Parent/Guardian Date

Comments: _____

_____

_____

FH-40 (44040) 6/07 (New Form)

Summary of the School Immunization Rules and Regulations

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: http://www.hhs.state.ne.us/reg/t173.htm (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
Updated 1/25/2017

AFFIDAVIT
(For Child to Enroll Early in Kindergarten)

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or guardian of _____ (Child's name). The Child's date of birth is _____. The Child will reach the age of five years on or after August 1 and on or before October 15 of the current school year.

I elect to enroll the Child this school year and hereby affirm (check or initial appropriate provision for early enrollment):

____ the Child attended kindergarten in another jurisdiction in the current school year; or

____ the family anticipates relocation to another jurisdiction that would allow admission within the current year; or

____ the Child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the board.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this ____ day of _____, 20__.

_____
Parent or Guardian

STATE OF NEBRASKA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by_____.

_____
Notary Public

Request For Non-disclosure of
High School Student Personal Information
To Institutions of Higher Education or Military Recruiters

I hereby request that the name, address, and telephone listing of _____ (name of student), a high school student at [Name] Public Schools, not be released without prior parental consent to:

____ institutions of higher education

____ military recruiters
(check one, both, or none)

Signed by: ___ Student ___ Parent (Check One)

_____ Signature/Date

_____ Print Name

_____ Address

_____ City/State/Zip Code

Note to students/parents: This certificate can be signed by either student or a parent. The provision of this form does not reflect the position of Wayne Community Schools that the request for non-disclosure should or should not be made.

‘‘SEC. 9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.

‘‘(a) POLICY.—

‘‘(1) ACCESS TO STUDENT RECRUITING INFORMATION.—Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.

‘‘(2) CONSENT.—A secondary school student or the parent of the student may request that the student’s name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

‘‘(3) SAME ACCESS TO STUDENTS.—Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

20 USC 7908.

Instruction

Combined District and School Title I Parent and Family Engagement Policy

Wayne Community Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

This Parental and Family Involvement Policy is established in compliance with Title I. Wayne Community Schools has a parental and family involvement policy applicable to parents and family members of all children. The parental and family involvement policy applicable to parents and family members of all children is not replaced by this Title I Parental and Family Involvement Policy and shall continue to be applicable to all parents and family members, including parents and family members participating in Title I programs.

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 member 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 improve 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 Stat'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, 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 member, 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 program, meetings, and other activities is sent to the parents 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 form 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 cost, 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 ad 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 extend 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 member 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.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32

Date of Adoption (or last Revision): August 12, 2019

Product	Hiland 2025	Hiland 2024	Kemps 2025	*Deans/Kemps 2024	Diff
1/2 pt skim fat free choc milk	$0.3150	$0.3475	$0.3460	$0.3000	Hiland - 0.031
1/2 pt.1% white milk	$0.3251	$0.3550	$0.3414	$0.3103	Hiland - 0.0163
1/2 pt. skim fat free white milk	$0.3170	$0.3525	$0.3267	$0.2923	Hiland - 0.0097
1/2 pt. skim strawberry	$0.3150	$0.3475			
Quart Buttermilk	$1.5424	$2.8800	$1.4300	$2.7199	Kemps - $0.1124
5 lb cottage cheese	$10.9000	$9.9000	$11.1600	$10.9622	Hiland - $0.2600
				*Change in corpoare name	

2901 Cuming Street
Omaha, NE 68131
(402) 344-4321 phone
(402) 346-0277 fax
www.HilandDairy.com

May 27, 2025

Wayne CSD
Attn: Mr. Mark Lenihan
611 West 7th St
Wayne, NE 68787

Dear Mr. Lenihan,

Hiland Dairy is pleased to submit the following bid on dairy products for the 2025-2026 school year.

Unit	Product	Esc/De-Esc Price	Unit	Product	Esc/De-Esc Price
½ Pint	Skim White	$0.3170	4oz	Orange Juice	$0.3200
½ Pint	1% White	$0.3251	4oz	Apple Juice	$0.2900
½ Pint	Fat Free Chocolate	$0.3150	5LB	Cottage Cheese	$10.90
½ Pint	Fat Free Strawberry	$0.3150	5LB	Yogurt	$8.20
½ Pint	1% white Plst	$0.3951	1 oz	Sour Cream 100ct	$21.90
½ Pint	1% choc plst	$0.3850	Pint	Chocolate Prem	$1.0168
½ Pint	1% straw plst	$0.3850	Qt	Buttermilk	$1.5424

This bid is for Escalating/De-Escalating pricing. Please see attached clause for monthly cost adjustment factors for Esc/De-Esc pricing. Please call if you have any questions.

The bid is (choose one) ☐awarded to Hiland Dairy or ☐ declined and awarded to _____

Name and Title _____

Contact Phone _____ Email _____

Date _____ First Delivery Date _____ Esc./De-Esc Month May 2025

Please complete and scan this bid along with all competing bidder's documents to: tflock@hilanddairy.com.

Thank you,

Tim Flock, Norfolk Branch Manager
Phone: (402)206-4297
Fax: (402)371-0243
tflock@hilanddairy.com

Milk Escalator / De-Escalator Pricing Clause (DFA Supplied)

The pricing quoted is based on **May's 2025** Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers of America.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of $.10 per CWT (up or down) will move the cost of a half pint $ .00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate, re-sale products (ex. Tropicana, Sport Shake), etc. Supporting documentation will be supplied upon request.

All price changes will become effective on the 1st day of the month following the price announcement.

RASMUSSEN
MECHANICAL SERVICES



MECHANICAL MAINTENANCE

IT'S HOW YOU SAVE MONEY

REDUCE YOUR OPERATING COSTS

REGAIN CONTROL OF YOUR EQUIPMENT

MORE TIME TO FOCUS ON YOUR BUSINESS

Prepared For:

Jordan Widner
WAYNE COMM. SCHOOL DISTRICT
611 W. 7TH
WAYNE, NE - 68787

IMPORTANT CONTACTS

Jordan Widner,

At Rasmussen Mechanical Services, we are dedicated to understand your business and its goals. Through your support, we have built a maintenance agreement to provide your facility with safe, responsive, and cost efficient solutions.

This program gives you the power back to manage your business!

To the right, is your list of important contacts. Refer to the How I can help section to learn how each contact can be of service in the most responsive fashion.

I am personally thankful for the opportunity to be of service,

Curt Moss

Account Manager

Name: Curt Moss
How I Can Help: I am your main point of contact. You can reach out to me whenever you would like. I can assist you in determining additional services, repairs, and customer support.
Phone: +1 4029818927
Email: curt.moss@rasmech.com

Dispatcher

Name: Mike Wood
How I Can Help: I am your service dispatcher. I can help with service schedules, invoices, and work order history.
Phone: (708) 935-1909
Email: mike.wood@rasmech.com



PROGRAM OVERVIEW

Scope of Work

The scope of this Agreement includes **HVAC, Electrical, and Mechanical** Preventative Maintenance coverage on the listed equipment in **Semi-Annual** visits and as listed per tasking sheets.

Each visit includes heating and/or cooling preventative maintenance as seasonal conditions require.

Work has been quoted and shall be performed during normal business hours M-F.

Visit One (Fall) will consist of tasks related to Pre-Season Heating checks at the HS and Elementary Schools. This includes replacing the igniters and flame sensors on the boilers each year.

Visit Two (Spring) will consist of tasks related to Pre-Season Cooling checks at the HS and Elementary Schools.

Filters and belts are to be changed by Customer.

Exhaust Fans are to be checked only once per year in the Fall.

Customer is to clean the cooling tower and Rasmussen will perform the inspection.

We will make client aware of equipment issues when performing our PM's, so they can be addressed internally or scheduled to be repaired on a T&M basis.

The client will receive a service report consisting of a summary of findings and completed task sheets. These will be available within a few days of service completion and after sufficient time for Rasmussen review.

PROGRAM OVERVIEW

Agreement Terms

This Agreement is to commence on 2025-07-01 and continue for a term of 1 year. Contract is set to expire on 2026-06-30. Payments are to be made on Annual intervals. Seller's Terms and Conditions can be found at https://www.rasmech.com/terms.
**Please note, this agreement does not include any sales and/or use tax.*

Program Investment

Year One
TWENTY-SEVEN THOUSAND, SIX HUNDRED SEVEN DOLLARS.....$27,607.00

For Approval

Print Name	Signature for Approval
Date Accepted	Purchase Order # (If applicable)

EXCLUSIVE LICENSE AGREEMENT

Pepsi-Cola of Siouxland, Inc. (the "**Supplier**") and Wayne Community Schools (**"Customer**") headquartered in Wayne, NE, hereby agree as follows:

1. **Schools**. Customer operates Wayne Community Schools.

2. **Term**. The term of this Agreement will be for a period of five (5) years beginning on July 1, 2025, and will continue through June 30, 2030, or the completion of 875 school days, whichever comes later (the "**Term**"). Each year of the Term will be from July 1 through June 30 (the "**Year**").

3. **Scope**. During the Term, Customer shall purchase from Supplier (i) Pepsi-Cola's and Dr Pepper's corporate branded postmix products, as listed in Exhibit A, for use in preparing fountain beverage products sold under the trademarks of Pepsi-Cola and Dr Pepper (the **"Fountain Products"**); and (ii) Pepsi-Cola's and Dr Pepper's corporate branded packaged beverage products (including carbonated soft drinks, waters, isotonics, juices, juice drinks and/or coffee based beverages), as listed in Exhibit B (the **"Packaged Products"**), (collectively the "**Beverage Products**") to be sold in the Schools. Supplier reserves the right to amend from time to time the Beverage Products listed on Exhibits A and B. Customer agrees to follow all guidelines of USDA Regulations set forth on Exhibit C attached hereto.

4. **Exclusive License**. Customer hereby grants to Supplier an exclusive license with respect to the Beverage Products as follows: the Beverage Products distributed by Supplier shall be the exclusive beverage products of their respective types sold, dispensed or otherwise made available in any manner or form, including vending machines and coolers, or in any way displayed, represented or promoted at or in connection with Customer and/or Schools by any method or through any medium whatsoever, whether public or private except: (a) at privately catered events not sponsored or catered by the Schools and the beverages served are offered at no additional charge to attendees and all evidence of the beverages served are promptly removed at the conclusion, (b) by the visitors for personal consumption, (c) the dispensing or serving of coffee or coffee-derived products, (d) the service of tea at catered events if such tea is served in cups (as opposed to single-serving cans or bottles), (e) tap water, (f) water most commonly dispensed in personal cups from water coolers and not packaged in individual cans or bottles, and (g) milk and milk-based drinks such as milk shakes and malts (the "**Exclusive License**").

5. **Vending Machines**. The Exclusive License shall include the exclusive right to place vending machines at the Schools (for purposes hereof, "vending machines" shall mean any type of vending equipment which offers or sells any beverage products; provided, vending machines shall not include non-coin operated vending machines, water coolers, or water fountains). Placement of vending machines shall be subject to the mutual agreement of the parties, provided Supplier shall have the right to place at least one Packaged Product vending machine per 100 students enrolled at the Schools of which 80 percent of the vending machines will be 20 oz. machines.

6. **Equipment.** Vending Machines and coolers (the **"Equipment"**) relating to the sale of beverage products shall be provided, maintained, and repaired at Supplier's expense. At all times, legal title to the Equipment shall belong to Supplier.

7. **Advertising**. The Exclusive License shall include the right of Supplier to be the sole advertiser of beverage products at Schools. Supplier may place signage on scoreboards, fences, walls, etc. and hang banners at special events sponsored by Supplier, as long as they are in good taste in the opinion of the administrator of Schools.

8. **License Fee**. In consideration of the Exclusive License, Supplier shall pay Customer on or before August 1, 2025, the sum of thirty thousand dollars ($30,000), (the "**License Fee**").

9. **Additional Consideration**. In addition to the License Fee, Supplier agrees to provide to Customer the amounts, items, products and/or services set forth in Exhibit D attached hereto.

10. **Pricing**. A current delineation of the prices charged for the Beverage Products is set forth on Exhibit A and B attached hereto. All pricing of the Beverage Products shall be determined by Supplier. In the event of any change in prices, Supplier shall provide an updated price list to Schools. During the Term, should there be fees or taxes imposed on the sale of Beverage Products (the "**Beverage Taxes**"), Supplier shall collect the Beverage Taxes as required from the parties that purchased the Beverage Products.

11. **Termination.** This Agreement may be terminated by either party if the other party shall be in breach or default under any one or more of its covenants or agreements contained herein and such breach or default is not cured within thirty (30) days after written notice to the defaulting party.

    In the event of any termination of the Exclusive License prior to the scheduled expiration of the Term due to material breach by Customer, this Agreement and all rights of Customer to use Equipment shall terminate. Customer shall refund a proportionate share of the License Fee to Supplier equal to the product obtained when (i) $500.00 is multiplied by (ii) the number of whole calendar months existing between the month in which the termination occurs and June 30, 2030.

12. **Remedies**. In the event of a default by a party, the non-defaulting party may exercise any and all rights and remedies allowed by law and/or equity.

13. **Binding Effect**. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their successors and assigns.

AGREEMENT CONTINUED ON NEXT PAGE WITH SIGNATURES

DATED: _____

Pepsi-Cola of Siouxland, Inc.	**Wayne Community Schools**
By _____	By _____
Print _____	Print _____
Title _____	Title_____

Exhibit A
Fountain Products

Not Applicable to this Agreement.

Exhibit B
Packaged Products

PRODUCT/PACKAGE	UNITS	CASE PRICE	UNIT PRICE
Aquafina 16.9oz 24pk P	24	$ 8.06	$ 0.34
Aquafina 1L 15pk P	15	$ 40.50	$ 2.70
Aquafina 20oz 24pk P	24	$ 24.80	$ 1.03
Aquafina PET Bottles 12oz 8pk P	24	$ 13.65	$ 0.57
Bubly 12oz 8pk C	24	$ 11.90	$ 0.50
Bubly Burst 16.9oz 12pk	12	$ 12.75	$ 1.06
Celsius 12oz 12pk C	12	$ 23.20	$ 1.93
Celsius 16oz 12pk C	12	$ 24.85	$ 2.07
CSD Cans 12oz 2/12pk	24	$ 12.65	$ 0.53
CSD PET Bottles 20oz 24pk	24	$ 26.45	$ 1.10
Dole 10oz 24pk	24	$ 20.75	$ 0.86
Dole/Ocean Spray 15.2oz 12pk	12	$ 17.10	$ 1.43
Gatorade and G2 12oz 2/12pk	24	$ 25.40	$ 1.06
Gatorade and G2 20oz 24pk	24	$ 27.30	$ 1.14
Gatorade Gatorlyte 20oz 12pk	12	$ 41.20	$ 3.43
Gatorade Protein Bars	12	$ 32.40	$ 2.70
Gatorade Water 1L 12pk	12	$ 21.55	$ 1.80
Gatorade Water 700ml 12pk	12	$ 19.35	$ 1.61
Hog Wash 10oz 12pk	12	$ 12.00	$ 1.00
Klarbrunn 20oz	24	$ 18.10	$ 0.75
Klarbrunn Bubbl'r 12oz 12pk C	12	$ 14.70	$ 1.23
Klarbrunn Ubr Water 23.67oz 24pk	24	$ 24.40	$ 1.02
Klarbrunn Vita Ice Bottles 17oz 12pk	12	$ 11.25	$ 0.94
Life WTR 1L 12pk	12	$ 23.35	$ 1.95
Life WTR 20oz 24pk	24	$ 24.05	$ 1.00
Life WTR 700ML 12pk	12	$ 19.45	$ 1.62
Lipton Pure Leaf 18.5oz 12pk	12	$ 16.45	$ 1.37
Mtn Dew Kickstart 12oz 3/6pk C	18	$ 22.75	$ 1.26
Propel Fitness Water 20oz 12pk	12	$ 16.20	$ 1.35

Exhibit C
USDA Beverage Guidelines

PEPSICO

2024-2025 Beverages for K-12 Schools

Meet USDA Smart Snacks Regulations for K-12 Schools
(for midnight before until 30 minutes after the school day)

USDA Permitted Beverages	Brands	Size	Elem. School	Middle School	High School
Plain Water or Plain Carbonated Water	Aquafina	Any			
	Schweppes Sparkling Seltzer Water - Original	Any			
	LifeWtr	Any			
Calorie-free, Flavored Water, With or Without Carbonation	Propel: Berry, Grape, Kiwi Strawberry, Lemon, Watermelon, Mango, Peach, Strawberry Lemonade	16.9/20 fl oz	x	x	
	Propel Zero Sugar Powder Packets (mix with 16.9 fl oz water): Berry, Kiwi Strawberry, Raspberry Lemonade, Lemon Grape, Watermelon	16.9 fl oz	x	x	
	Schweppes Sparkling Seltzer Water: Lemon/Lime, Orange, Black Cherry, Raspberry Lime, Pink Grapefruit	12/20 fl oz	x	x	
	SoBe Lifewater 0 Calorie: Acai Raspberry, Black and Blue Berry, Blood Orange Mango, Fuji Apple Pear, Strawberry Dragonfruit, Yumberry Pomegranate	20 fl oz	x	x	
	Bubly Sparkling Water: Lime, Grapefruit, Strawberry, Lemon, Orange, Apple, Mango, Cherry, Peach, Cranberry, Raspberry, Blackberry, Blueberry Pomegranate, White Ginger Peach, Coconut Pineapple, Passionfruit	Sizes Vary 12/16/20 fl oz	x	x	
100% Fruit and/or Vegetable Juice	Dole Shelf Stable Juices: Apple, Orange	10 fl oz	x		
	Dole Tropical Fruit Punch 100% Juice	10 fl oz	x		
	Naked Juice: Berry Blast, Blue Machine, Green Machine, Mighty Mango, Strawberry Banana	10 fl oz	x		
	Tropicana Chilled Juices: Apple Juice, Grape Juice	12 fl oz	x		
	Tropicana Pure Premium: Orange Juice - No Pulp, Orange Juice with Calcium & Vit D, Orange Juice - Some Pulp, Red Grapefruit Juice	Sizes Vary 6 to 12 fl oz	Up to 8 fl oz	Up to 12 fl oz	Up to 12 fl oz
	Tropicana Shelf Stable Juices: Apple, Orange, Strawberry Kiwi, Fruit Medley, Ruby Red Grapefruit, Strawberry Orange	10 fl oz	x		
100% Fruit and/or Vegetable Juice Diluted With Water (With or Without Carbonation) and No Added Sweeteners	Izze Sparkling Juice: Apple, Blackberry, Blackberry Lemonade, Clementine, Grapefruit, Pomegranate, Peach, Cherry Lime, Lemonade, Mango, Strawberry, Pineapple	8.4 fl oz	x		

Exhibit C (cont.)

USDA Permitted Beverages	Brands	Size	Elem. School	Middle School	High School
Other Flavored Beverages With or Without Carbonation, Labeled with Less than 5 calories per 8 fl oz or No More than 1O Calories per 20 fl oz	Diet Pepsi (incl caff. free & flavors), Pepsi Zero Sugar (all flavors), Pepsi Zero Sugar Mango, Diet Mtn Dew (incl caff. free & flavors), Min Dew Zero, Min Dew Major Melon Zero Sugar, Mtn Dew Spark Zero Sugar, Min Dew Pitch Black Zero Sugar, Min Dew Baja Blast Zero Sugar, Starry Lemon Lime Zero Sugar, Diet Mug Root Beer, Diet Mug Cream Soda, Diet Dr. Pepper, Dr. Pepper Zero Sugar, Dr. Pepper Zero SuQar Cherry	Up to 20 fl oz	x	x	
	Brisk: Diet Iced Tea with Lemon, Zero Sugar Lemon Lipton Iced Tea: Diet Green Tea with Citrus, Diet Green Tea with Mixed Berry, Zero Sugar Iced Tea Peach, Zero Sugar Iced Tea Lemon	Up to 20 fl oz	x	x	
	Bubly Burst: Watermelon Lime, Cherry Lemonade	16.9 fl oz	x	x	
	Lipton Pure Leaf Unsweetened Black Tea	16.9 fl oz	x	x	
	Lipton Pure Leaf Unsweetened Black Tea, Unsweetened Black Tea with Lemon, Unsweetened Green Tea	18.5floz	x	x	
	Lipton Pure Leaf Zero Sugar Sweet Iced Tea and Lipton Pure Leaf Zero SuQar Iced Tea Peach	18.5floz	x	x	
	Gatorade Zero: Glacier Cherry, Glacier Freeze, Lemon Lime, Orange, Cool Blue, Grape, Fruit Punch, Watermelon Splash, Apple Burst	12/20 fl oz	x	x	
	G Zero Powder Packets (Add to 16.9 fl oz water): Glacier Cherry, Glacier Freeze, Fruit Punch	16.9 fl oz	x	x	
	Gatorlyte Zero: Lemon Lime, Strawberry Kiwi	20 fl oz	x	x	
	Propel Immune Support: Lemon Blackberry, Orange Raspberry	20 fl oz	x	x	
	Propel Vitamin Boost: Apple Pear, Peach Mango, Strawberry Raspberry	20 fl oz	x	x	
	Bubbl'r Antioxidant Water: Blood Orange Mango Mingl'r, Pomegranate Acai Refresh'r, Cranberry Grapefruit Sparkl'r, Passion Fruit Wond'r, Twisted Elix'r, Cherry Guava Blend'r, and Pitaya Berry Nect'r	12 fl oz.	x	x	
	Vita Ice Vitamin Infused Sparkling Water: Acai Blueberry Pomegranate, Black Raspberry, Lemon Lime, Orange Mango, Cranberry, Cucumber Lime, Strawberry Lemonade, Lemonade, Peach Mango, Pineapple Coconut, Strawberry Watermelon	17 fl oz	x	x	

Exhibit C (cont.)

USDA Permitted Beverages	Brands	Size	Elem. School	Middle School	High School
Other Flavored Beverages With or Without Carbonation, Labeled With 40 Calories or Less per 8 fl oz or 60 Calories or Less per 12 fl oz: Max Size 12 fl oz	G2: Fruit Punch, Glacier Freeze, Grape	12 fl oz	x	x	
	Min Dew Kickstart: Pineapple Orange Mango, Orange Citrus, Black Cherry, Midnight Grape	12 fl oz	x	x	
	Kevita Sparkling Lemonade: Classic, Strawberry, Mango	12 fl oz	x	x	
	Brisk Iced Tea and Lemonade	12 fl oz	x	x	
	Frutly: Strawberry Kiwi, Fruit Punch, Apple Grape	12 fl oz	x	x	
	Starbucks: Cold Brew Black Unsweetened, Cold Brew Black Sweetened, Cold & Crafted Sweetened Black	11 fl oz	x	x	
	Starbucks: Cold Brew Nitro Black Unsweetened, Cold Brew Nitro Dark Caramel	9.6 fl oz	x	x	
	Tropicana Zero Sugar: Lively Lemonade, Summer Splash Punch	12 fl oz	x	x	

Notes:

1. In addition to complying with the USDA regulations summarized above, PepsiCo will adhere to state and local regulations on school beverage sales.
2. In schools that are not subject to the USDA regulations and in all schools during the extended school day, PepsiCo will follow the PepsiCo's U.S. School Beverage Policy. PepsiCo's U.S. School Beverage Policy is consistent with the USDA regulations except that it permits sports drinks before, during and after physical activity/heat and does not include size limits for beverages that meet the nutrition guidelines.

USDA Smart Snack Standards for Beverages in K – 12 Schools

The following standards apply to beverages sold to students from midnight before until 30 minutes after the official school day in public schools that participate in the national school meal program.

Category	Elementary	Middle	High
Plain water or plain carbonated water	Any size	Any size	Any size
100% fruit/vegetable juice and 100% fruit/vegetable juice diluted with water (with or without carbonation) and no added sweeteners	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz
Unflavored low-fat milk and flavored or unflavored fat-free milk and nutritionally equivalent milk alternatives	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz
Calorie-free, flavored water, with or without carbonation	Not permitted	Not permitted	≤ 20 fl oz
Other flavored and/or carbonated beverages labeled with less than 5 calories per 8 fl oz or no more than 10 calories per 20 fl oz	Not permitted	Not permitted	≤ 20 fl oz
Other flavored and/or carbonated beverages labeled with no more than 40 calories per 8 fl oz or no more than 60 calories per 12 fl oz	Not permitted	Not permitted	≤ 12 fl oz
Caffeinated beverages	Not permitted*	Not permitted*	Permitted

* except trace amounts naturally occurring

Exhibit D
Additional Consideration

Additional Programs and Support

- Supplier shall provide annual free product allotment of $300. Allotment is based upon the price of products sold to Customer.

- Supplier will provide Customer each Year of the Term one (1) Gatorade Sideline Package.

Wayne Community Schools Teacher Handbook
20254-20265 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 decide 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 20254-20265 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

Early Learning Center: ELC Principal, 903 W 7th Street, Wayne NE 68787, (402) 833-1450

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
2) Responsibility
3) Honesty/Trust
4) Caring & Fairness
5) Perseverance
6) Self-Discipline
7) Courage
8) Citizenship

Members of the Board of Education

Name	**Contact Information**
Dr. Jodi Pulfer	jopulfe1@waynebluedevils.org
Mrs. Jaime Manz	jamanz1@waynebluedevils.org
Mr. Justin Davis	judavis1@waynebluedevils.org
Mr. Lynn Junck	lyjunck1@waynebluedevils.org
Mrs. Sylvia Ruhl	syruhl1@waynebluedevils.org
Mr. Brent Pick	brpick1@waynebluedevils.org

I. GENERAL SCHOOL POLICIES

A. Teacher Absences

The Board of Education has established a policy concerning the teacher's absence due to illness and emergencies.

Absences resulting from personal illness, snowbound conditions, serious family illness or funeral in the immediate family are considered as excused absences. Others are not. Specifics may be found in the most recent negotiated agreement between the WEA and the Board of Education.

With the exception of a family emergency or an extenuating circumstance, personal days will not be approved or allowed the day prior to Thanksgiving break, or the last day of each semester. All applicable paid leave will be used before any unpaid leave is taken. All paid leave must be used prior to and in conjunction with the FMLA (Family Medical Leave Act). The FMLA entitles eligible employees of Wayne Community Schools to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. The employee must give at least 30 days' notice, or notice as soon as practical to Human Resources at 611 West 7th street for an eligibility determination.

B. Severe Weather - Dismissal

The superintendent shall have the authority to call off or dismiss school in cases of severe weather. Public announcement of school closure will be made over Wayne radio KTCH and the automated calling system.

C. Purchases

All purchases in the name of the School District will be arranged for through the superintendent's office. Any purchase made otherwise will ordinarily not be paid for by the Board. If you wish to make a purchase for your department, first come to the office and receive a P.O. from the principal.

Activity account funds collected by organizations are turned in to the bookkeeper who will issue a receipt. The principal will authorize all student organization expenses with a purchase order. The Athletic Director in cooperation with the principal will administer the budget for the athletic department.

D. Social Activities

All social activities:

1. must be planned by student organizations under supervision of school personnel.
2. must be on the master calendar of school activities approved by the principal and superintendent at least 5 days prior to the activity.
3. must use school facilities or other approved public rented private facilities approved by the superintendent or principal.
4. 7-12 may be held until 11:30 p.m. on non-school nights and 10:00 p.m. on school nights. Lights should be out and the building vacated by 12:30 a.m. on weekends and 10:30 p.m. on school nights.

Students in grades 7-12 coming to school parties will be admitted until one-half hour after starting time. No one will be expected to leave the building with the intention of coming back to the party except with the permission of one of the teachers in attendance.

E. Newspaper Articles

All newspaper articles or media information must be approved by the principal.

F. Payment of Salary

Salary payments will be made to all certified employees in twelve equal installments on the 20th of each month. If the 20th falls on a non-school day, all employees will be paid on the last working day before the 20th of each month.

G. Grievance

Refer to grievance procedure in Wayne Board of Education Policy 4112.

H. Travel Policy

Wayne Community Schools has implemented the following rules for travel reimbursement. It is the responsibility of the building principal or the appropriate administrator – hereafter named "administrator" – to make lodging reservations and coordinate travel for those attending. If people from two different buildings are going to the same conference, the appropriate administrators are responsible to coordinate travel with each other to minimize expenses. Many Nebraska hotels will direct bill to the District for lodging. This is encouraged. As a public entity, the District is exempt from taxes. Given adequate notice, the superintendent's secretary will make lodging reservations if the appropriate administrators so wish.

Meals: (per admin regulation 4141)

- Non-Overnight Travel –
  - Daily Maximum- 50% per diem rate
  - Only necessary meals that occur during meeting time and cannot be consumed at home will be reimbursed
- Overnight Travel –
  - In Nebraska – Nebraska per diem rate
  - Out of State – Per diem rate at location of travel
- The District will not reimburse for meals that were included in registration.
- For overnight travel staff should partake in breakfast provided by the hotel if available.

Lodging: Administrators are responsible for obtaining appropriate lodging reservations at direct bill rate.

Transportation:

Administrators are responsible for arranging school transportation for the travel. If school transportation is not available, mileage will be reimbursed at the rate assigned by the School Finance and Organization Services and the mileage chart from the superintendent's office. Administrators are responsible to organize travel plans to minimize transportation costs.

Expense Reimbursement:

An expense summary reimbursement form is to be completed by the traveler and signed by the administrator. The administrator will forward the expense summary to the superintendent's office.

Documentation:

The district will accept the following documentation for meals and expenses:

Original Receipts

Copies of Receipts
Travel Log

At times, when dining with people from different organizations, you are unable to obtain a receipt or a copy. If this occurs, please list the date and time of the meal (breakfast, lunch, supper), as well as the people you were with and the cost of the meal.

I. Authority and Responsibility

Every employee will have the authority and responsibility to supervise any and all students within the building or on the school grounds or at any school sponsored activity at home or away from home. Any rudeness or refusal of the student to comply with an employee's request shall be reported to the student's principal as soon as possible. Every employee may expect complete support from their superiors and the Board of Education for reasonable disciplinary measures taken.

J. Hours of Duty

Wayne Community Schools faculty shall be on duty in the classroom and available to students, from 7:45 AM – 4:00 PM. (Wayne Board of Education Policy 4004). Hours may be extended for meetings or other duties that may arise. Should teachers need to leave the building during work hours for any reason the office staff should be notified. (Wayne Board of Education Policy 4006)

K. Tobacco Use by Staff

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles, is prohibited. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

II. GENERAL INFORMATION WITH REGARD TO PROCEDURE

A. Activity Schedules and Building Use for Special Meetings

Our high school buildings are in great demand and are used for many and varied activities. Many times, special equipment or special areas are involved. We have night meetings, adult education classes, Saturday morning meetings, and classes, community activities, etc. We use the Lecture Hall, gymnasium, student commons, music rooms, shops, regular classrooms, etc. Use of these areas requires close cooperation between the people who are assigned to the area, the custodial staff and the administration. All must be aware of the fact that the space is being used, the time, groups involved, etc. On many occasions special personnel must be contacted to operate the equipment involved. The best example is the Lecture Hall. Very few of you can or should operate the light board. A special crew has been trained to do this work -- thus it is important that we know in advance if and when a group will use the Lecture Hall. The same type of problem exists in the gym area and involves P.E. staff, who have general supervisory responsibility for this space. In an effort to improve our scheduling, please follow the procedures given if you plan to use space in the building other than that assigned to you on the regular class schedule.

1. Contact the principal's office to request to use the space wanted. This is absolutely necessary to avoid conflicts, and multiple requests for the same area.
2. Contact person in charge of the area to be used a week in advance so arrangements can be made.
3. Notify custodial staff so that lighting, cleaning, and security problems will be properly handled.

NOTE: The principal will try to assist in completing items 2 and 3, but you are to assume prime

responsibility for this obligation.

A few other suggestions that are important include the following:

1. Be present personally when you use special areas or space. Do not turn the equipment or area over to other people or students. We must have a faculty member present and in charge at all times.
2. Be sure all equipment is cared for, lights turned off, and doors locked when you leave. Check out required keys from the principal.
3. There is a custodian on duty in the schools at night. Contact him/her if you need help in an emergency.
4. Report any special problems noted in the use of areas to which you have been assigned.
5. There is an increasing number of activities, practices, and rehearsals being scheduled on Wednesday nights, which are considered a community church activity night, and on Sundays. In order to better coordinate our program with the churches' activities, scheduling of rehearsals and activities must be completed by 6:30 on Wednesdays, and will only be allowed for Varsity teams on Sundays prior to a conference tournament or district game on Monday. It is impossible not to have some of our activities during these two periods, however, we must make every effort to limit it. <u>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</u>.

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 polices, 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 is one of the means of projecting a professional image. Teachers are expected to maintain professional attire 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) Professional dress - 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) Regular dress - This level of attire will be the level that certificated staff use on a regular basis when they are at work. Jeans and other pants should be neat, with no holes or tears. Clothing for the upper torso should also be in good condition and look presentable. Shoulders and mid-section should be completely covered, and there should be no holes, rips, or tears, in any clothing. With the exception of the physical education teachers, no sweatpants or work out type pants should be worn. PE teachers' sweatpants should meet a professional standard and look decent. 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. 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) 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. The emergency response plan and fire escape routes must be posted in all rooms. 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:~~

NEED TO REVIEW ALL OF THESE AND BRING BACK AT 2ND READING

7-12 FIRST FLOOR (Lower Level)

Room #	Exit	Alternate Exit(s)
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~~

~~For the 2024-25 school year, all classrooms at the new addition to the high school should use the east doors for their main fire escape route.~~

~~**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: Kindergarten classrooms~~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. East 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 RESPONSIBILIITES

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 devise (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.

<u>Contact the Office for Assistance</u>

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)

<u>Student Searches</u>

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

B. Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.

10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

C. Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

D. Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor or an administrator will help you.

VII. SPECIFICS RELATING TO WAYNE COMMUNITY SCHOOLS

A. Attendance

Attendance will be handled through the principal's office. The teacher's first assignment each class period is the attendance report.

B. Equipment and Room Damage

Watch constantly for marks, cuttings, etc., in your rooms, study halls, lecture hall, etc. Work immediately on a corrective program if your students are to blame. Halls and restrooms must be supervised by everyone. Please report damage to the office. Work hard to keep your room and its equipment neat and clean. PLEASE DO NOT place any spray/bomb type aerosol cans in the wastebaskets.

C. Fire Drill and Tornado Evacuation Procedures

The evaluation procedures for all building rooms and areas have been published. Post the instructions on your room bulletin board. Be sure all students understand the correct route for leaving. Tornado instructions are published on page 11.

D. Fund Raising Policy

All activity group fundraising must be coordinated through the Superintendent/Principals office and must comply with Policy 1300.

E. Schedule of Events

All events should be scheduled through the Athletic Office using the R-School scheduling software. The updated activity calendar is found on the school district web site

F. School Visitor Regulations

We have many visitors during the school year, some being students from other schools, some college students, some parents, and few unclassified as strangers. All visitors should report to the office for a visitor pass.

To protect yourselves, we make the following suggestions:

1. We are happy to welcome the parents at any time and know that you will make them feel welcome.
2. Children coming in from other schools can be a problem, therefore we will not issue passes for their attendance. They may visit before/after school or at lunch hour.
3. Visiting college students are usually Field Experience Students or student teachers.
4. There are certain unclassified strangers that sometimes appear in our building. You should be alert and report the fact to the office. We have had people outside of school disturb our building during the school day. Be certain to report this to the office.
5. We have past graduates who seem to enjoy coming back occasionally, and we suggest that you use your own judgment as to how they should be handled. We don't want to give our alumni the idea that they are not welcome, yet we must be sure that they do not become a nuisance. If there are questions, ask them to pick up a visitor's pass.

G. Hall Duty

Teachers are required to supervise the halls outside their classroom doors when classes are passing. Do not tolerate running, pushing, or horse-play just because the students involved are not in your classes. Teachers should assume responsibility for supervision of students at all times at any school function or activity as well as in any part of the building.

Teachers are also expected to serve hall duty, bus duty, and/or door duty before and after school. A schedule and list of duties will be provided by the principal. Elementary teachers should monitor

movement of students to their final destination at the end of the day.

H. Sponsorship

All school teachers may be assigned to sponsor school organizations. Every effort is made to keep the assignments in line with preparation and teaching load.

The elementary principal must approve all meetings held at the elementary school. Meetings held at the high school should be registered at the high school office on the calendar provided.
If a group of students or a teacher wishes to organize a club of some type that presently is nonexistent, permission should be obtained from the administration and Board of Education.

I. Classroom Procedure

1. Classes should not be dismissed before the dismissal bell rings. If in doubt, call the office for information.
2. Students who are to participate in extracurricular activity must be in school one-half day prior to the performance. Exceptions to this mandatory rule will be dealt with by the principal.
3. You are responsible for everything in your room. In the event of a loss, please notify the office promptly. Please do not "borrow" chairs, desks, or other school equipment from various rooms without permission from the administration. In the event additional furnishings are necessary, the building custodian should also be alerted.

4. Never leave a group of students unattended unless an emergency arises and then inform the office for a substitute and assistance.

J. Examinations

Semester examinations may be given at the option of the teacher. Class tests may be given as often as a teacher finds them necessary to evaluate their teaching and student comprehension and retention.

K. Make-up Work

Any student absent from school for any extended period may call the principal's office or send someone to pick up his/her assignments.

L. Eligibility **(7-12)**

For all activities involving contest or participation between high schools of other districts and towns, students will need to meet the eligibility standards.

To be eligible, students must have received passing grades in at least four subjects for the previous semester and not be listed on the weekly unsatisfactory work sheet in three or more subjects. The students will be evaluated on a cumulative basis.

M. Tardiness

1. **K-12:** Pupils arriving in the building after 8:05 a.m., and coming in late from lunch, report directly to the principal's office on the main floor of the building. If a student bypasses the office, they should be marked as an “unexcused tardy”, kept in class, and assigned a seminar.

2. **7-12:** Students are allowed sufficient time for passing to classes. Excessive tardies may result in a seminar from the teacher(s), or other discipline action as stated in the student handbook.
3. **7-12:** If a student’s tardiness is excused, at least one of the following will occur: pink pass/planner pass from teacher who kept student late; e-mail from teacher to teacher (student

can prompt the need for the teacher to check e-mail if tardy is excused); phone call from teacher to teacher. If a teacher has already taken attendance, he/she will need to take attendance again to change absence/unexcused tardy to excused tardy. Refer to the Student Handbook for further details.

N. Convocations

Each teacher is to sit with their class or particular group that is under their supervision during or at the time of the assembly. Each teacher will be responsible for the behavior of their group.

O. Announcements **(7-12)**

Announcements should be presented or e-mailed to the secretaries no later than 10:30 a.m. each day. Announcements will be read by teachers each day at the beginning of fourth period from PowerSchool. All announcements, if written out, must be signed by the sponsor to be deemed authentic.

Announcements placed on the bulletin boards must be signed by the sponsor of the activity. If sponsors are in doubt as to their advisability, they should contact the principal for his approval.

P. Locker Inspection

Locker inspection will be held as necessary during the year.

Q. Lost and Found

All lost and found articles should be turned in at the office of the principal. Students and teachers who have misplaced or lost an item should inquire at the office.

R. First Aid

General first aid supplies will be kept in the nurse's office. Injuries requiring more than just first aid, should be reported at once to the office so that the parents can be notified and the student can be taken to their family doctor.

S. Drills

Tornado and fire drills will be held periodically. The principal will inform each teacher of the procedure for leaving the building.

T. Ticket Selling and Supervision

All teachers are expected to help and take their turn performing necessary duties at athletic contests or any public performance by our students. These duties will be assigned by the athletic director.

U. Faculty Meetings

Faculty meetings will be scheduled to provide information, in-service activities, and other items pertaining to the welfare of the school and faculty.

WAYNE COMMUNITY SCHOOLS

GUIDELINES FOR

NON-CERTIFICATED STAFF EMPLOYEE BENEFITS

2025-2026 SCHOOL YEAR

Notice of Nondiscrimination

Wayne Community Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

Wayne Community Schools does not discriminate on the basis of sex, disability, (including skin color, hair texture and protective hairstyles), race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

High School: High School Principal, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150.

Jr. High School: Jr. High School Principal, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150).

Elementary: Elementary School Principal, 312 Douglas Street, Wayne, NE 68787, (402) 375-3854).

Early Learning Center: ELC Principal, 903 West 7th Street, Wayne, NE 68787, (402) 833-1450).

District staff: Human Resource Contact, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150.

GENERAL INFORMATION-

Job Descriptions are available for all positions. **Evaluations** shall be provided each employee prior to June 1 by his/her immediate supervisor.

Job Descriptions for teachers' aids shall be developed annually by building principals and be subject to approval by the superintendent.

Paid Holidays: 12-month Full-Time Employees receive these specified paid holiday (New Year's Day, Good Friday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day).

NSAA Moratorium: The school offices will be closed during the 5-day NSAA moratorium (typically December 23 to December 27 of each year). Work schedules will be determined by the Superintendent.

Tobacco Use by Staff

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles, is prohibited. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

Attendance: It is expected the employee will work the scheduled hours for the classification/position they will fill. If an employee cannot fulfill the scheduled hours the employee's supervisor may change the assigned classification.

Family and Medical Leave Act: The FMLA entitles eligible employees of Wayne Community Schools to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. FMLA leave will be taken in conjunction with the employee's sick leave.

The employee must give at least 30 days' notice, or notice as soon as practical to Human Resources at 611 West 7th Street for an eligibility determination

Along with the following guidelines, all employees are expected to follow the policies of the Wayne Community School Board. These policies may be found on the school's website:

http://www.wayneschools.org

They are located under the District Heading, the School Board/Policy subheadings.

Classifications:

12 Month Full Time: A 12 Month Full Time employee is an employee who works 12 months of the year and 40 hours per week.

Vacation and Holidays: 12 Month Full Time Employees -

Vacation: Vacation days are us or lose annually to be determined on August 31st of each school year. Vacation hours will be paid out upon separation to Wayne Community Schools.

New employees will accrue 8 hours per month worked but no greater that 40 hours total by August 31st.

Holidays: 12-month Full-Time Employees receive these specified paid holiday (New Year's Day, Good Friday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day).

Insurance:

Medical Insurance: The District will pay 100% of the premium for employees selecting the Health Savings Plan, and Employee only coverage of the Traditional Plan (PPO). Employees who select the Traditional Health Insurance plan (PPO) beyond employee only (ES, EC, ES&C), will pay 10% of their premium. This premium shall be paid directly from the school district to the insurance carrier designated by the Board of Education in the name of the employees. Insurance coverage shall commence with the first day of the month following the employees start date. Medical insurance will be renewed every year of employment. Medical insurance will be terminated on the last day of the month of separation with Wayne Community Schools.

Term Life Insurance: The district will pay the full premium of a $30,000 term life insurance policy. This coverage is integrated with the health insurance package. An additional $30,000 coverage may be purchased by the employee.

Disability Protection: The employee is required to purchase disability insurance at their own cost. This insurance is designated to pay 60% of employee's basis monthly earnings. **This program is mandatory.**

Dental Insurance: A dental insurance program is offered at group rates as an addendum to the health policy. Employee only dental premiums are paid by the district. Employees may select additional coverage for children, spouse, and/or family. The additional premium cost beyond employee only will be paid by the employee. Insurance coverage shall commence with the first day of the month following the employees start date.

Leave Policies -

Sick Leave: All 12-month employees (full-time 40-hour) will receive 80 hours per year.

Bereavement leave is included in sick leave.

Illness of spouse, child, father, mother, brother, sister, grandparent, applicable in-law, and extended family members is included in sick leave. Leave for illness of any other individual is granted at the discretion of the superintendent.
Sick Leave hours can accumulate to 440 for full-time (40-hour, 12 month) employees, however, if separation with Wayne Community Schools, sick leave hours will not be paid out.

Catastrophic Illness or Injury Leave is available. Refer to the Wayne Community Schools Board of Education Policy 4032.

9 Month Full Time: A 9 Month Full Time employee is an employee who works 9 months of the school year when school is in session 35-40 hours per week. If hours are not met per week, the employee may be subject to going to part-time, under supervisor discretion.

Vacation and Holidays: 9-month Full-Time Employees

Vacation Schedule: 9-month full-time employees will receive 16 hours of vacation pay annually beginning September 1 of the school year. Vacation pay is use or lose annually and does not accrue. Upon separation to Wayne Community Schools, vacation days will be paid out.

Holidays: 9-month full-time (35-40 hours) employees receive these specified paid holidays: New Year's Day, Good Friday, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

Insurance:

Insurance for 9-month, full-time employees will be paid through the summer.

Medical Insurance: The District will pay 100% the premium for employees selecting Employee only coverage of the Health Savings Plan, and Employee only coverage for children, spouse, and/or family. The additional premium cost beyond employee only will be paid by the employee. Insurance coverage shall commence with the first day of the month following the employees start date. Employees in the 9-month full-time classification must work the full number of hours assigned by their supervisor, and no less than 35 hours per week.

Term Life Insurance: The district will pay the full premium of $30,000 term life insurance policy. This coverage is integrated with the health insurance package. An additional $30,000 coverage may be purchased by the employee.

Disability Protection: The employee is required to purchase disability insurance at their own cost. This insurance is designated to pay 60% of employee's basis monthly earnings. **This program is mandatory.**

Dental Insurance: A dental insurance program is offered at group rates as an addendum to the health policy. Employee only dental premiums are paid by the district. Employees may select additional coverage for children, spouse, and/or family. The additional premium cost beyond employee only will be paid by the employee. Insurance coverage shall commence with the first day of the month following the employees start date.

Leave Policies -

Sick Leave: All 9-month (35-40 hour) employees will receive 40 hours per year. Sick leave hours accumulate to 320 hours for 9-month, full-time (35-40 hours) employees.

Bereavement leave is included in sick leave.

Illness of spouse, child, father, mother, brother, sister, grandparent, applicable in-law, and extended family members is included in sick leave. Leave for illness of any other individual is granted at the discretion of the superintendent.

Sick leave hours can accumulate to 320 for 9-month, full-time (35-40 hour) employees, however, if separation with Wayne Community Schools, sick leave hours will not be paid out.

Catastrophic Illness or Injury Leave is available. Refer to the Wayne Community Schools Board of Education Policy 4032.

Part Time: A Part Time employee works less than 12 months per year and/or less than 30 hours per week. Examples include people who work 9 months of the year (when school is in session) or those who work 12 months of the year but less than 30 hours per week. A person who works an average of less than 30 hours per week over their scheduled weeks (school year, 11 months including summer, etc…)

Vacation and Holidays: Part-time Employees (30 hours or less)

Vacation: Part-time Employees (30 hours or less) will receive 12 hours vacation annually beginning September 1 of the school year. Vacation pay is use or lose annually and does not accrue.

Holidays: 9-month part-time (30 or less hours) employees receive these specified paid holidays: New Year's Day, Good Friday, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

Insurance: Part-time (30 or less hours) receive no insurance.

DR. BRIAN L. MAHER, COMMISSIONER
TEL 402.471.2295
FAX 402.471.0117
P.O. Box 94987
Lincoln, NE 68509-4987
education.ne.gov

April 21, 2025

Mark Lenihan, Superintendent
Wayne Community Schools (90-0017-000)
611 W 7th St
Wayne, NE 68787-1715

Dear Superintendent Lenihan:

A monitoring review of the Elementary and Secondary School Emergency Relief Fund (ESSER) grant programs for your district was conducted on April 21, 2025. The following programs were reviewed:

- CARES Act ESSER I
- CRRSA Act ESSER II
- ARP Act ESSER III

This monitoring focused on the grant requirements, their impact on student achievement, and the COVID related recovery efforts in your district. The ESSER Monitoring process was designed to ensure that school districts complied with the ESSER programmatic requirements. As a result of this ESSER monitoring review there are no corrective actions required.

The completed ESSER Programmatic Monitoring Self Review, ESSER Programmatic Monitoring Rubric, and other supporting documents you provided for this review will be placed in the 2024-2025 ESSER Monitoring review file at the Nebraska Department of Education in Lincoln.

If you have questions or concerns regarding the review of this report, please contact me by email at beth.wooster@nebraska.gov or by phone at 402-310-1390.

Sincerely,

Beth Wooster

Beth Wooster
Federal Programs Team

WAYNE COMMUNITY SCHOOLS FOUNDATION
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS--CASH BASIS
December 31, 2024

ASSETS

Current assets:		
Checking - EVB		$ 328,957.00
Total current assets		328,957.00
Investments - Unrestricted:		
Certificate of deposit		222,113.20
Total investments - Unrestricted		222,113.20
Investments - Temporarily restricted:		
Foundation scholarship - certificate of deposit		7,104.85
FFA-certificate of deposit		40,000.00
Beckenhauer scholarship-certificate of deposit		20,025.00
R&M Dalton scholarship - Ameriprise		46,342.34
Ensz scholarship - Edward Jones		30,000.00
Heier scholarship - Ameriprise		18,320.92
Keating scholarship - Ameriprise		11,604.50
Meyer scholarship - Edward Jones		101,570.66
Nursing scholarship-Edward Jones		26,236.87
Otte scholarship - TD Ameritrade		10,584.48
Peterson scholarship-Edward Jones		8,897.68
Rickers scholarship - certificate of deposit		17,645.78
Wightman scholarship - Edward Jones		3,560.11
Total investments - Temporarily restricted		341,893.19
Endowment assets:		
Foundation Scholarship - certificate of deposit		20,000.00
Murray scholarship - certificate of deposit		37,500.00
Wightman scholarship - Edward Jones		21,635.33
Total endowment assets		79,135.33
Total assets		$ 972,098.72

LIABILITIES AND NET ASSETS

Current liabilities:		
Payroll taxes payable		$ -
Net assets:		
Unrestricted		193,543.47
Temporarily restricted		
After School Program	$ 9,176.00	
Athletics	14,117.67	
Alumni tournament	13,780.89	
Elementary art	3,900.56	
Elementary playground	88,721.59	
FCCLA	350.00	
FFA/Ag program	53,507.67	
Fine arts	28,927.08	
IDEA project	10,332.02	
Kindness fund	30,887.39	
Lecture Hall	991.00	
Technology	5,379.71	
Track resurfacing	43,525.71	
WEB	100.00	
Foundation scholarship	31,560.03	
Beckenhauer scholarship	19,975.00	
Class of 1963 scholarship	750.00	
Dalton scholarship	46,342.34	
Ensz scholarship	30,000.00	
Heier scholarship	18,170.92	
Keating scholarship	10,596.50	
Meyer scholarship	103,204.13	
Murray scholarship	68,798.41	
Novak scholarship	750.00	
Nursing scholarship	26,684.39	
Otte scholarship	8,625.58	
Peterson scholarship	8,992.68	
Retired teachers scholarship	(750.00)	
Rickers scholarship	17,812.54	
Ruhl scholarship	500.00	
Soden scholarship	150.00	
Wightman scholarship	2,800.11	
Total temporarily restricted		698,659.92
Permanently restricted		79,895.33
Total net assets		972,098.72
Total liabilities and net assets		$ 972,098.72

No assurance is provided on these financial statements.

WAYNE COMMUNITY SCHOOLS FOUNDATION
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS--CASH BASIS
For the Twelve Months Ended December 31, 2024

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Public Support, Revenues, and Reclassifications				
Contributions/Grants	$ 19,014.71	$ 187,463.75	$ -	$ 206,478.46
Signs/Sponsorships	44,775.00	-	-	44,775.00
Interest/Dividends	11,710.48	10,337.23	-	22,047.71
Net assets released from restrictions				
Satisfaction of purpose restrictions	48,044.56	(48,044.56)	-	-
Total public support, revenues, and reclassifications	123,544.75	149,756.42	-	273,301.17
Expenses				
Appropriations				
Alumni tournament	5,235.49	-	-	5,235.49
Athletics	-	-	-	-
Elementary art	1,500.66	-	-	1,500.66
Elementary bleachers	-	-	-	-
Esports	-	-	-	-
FFA/Ag program	-	-	-	-
Gym/track signs	3,140.00	-	-	3,140.00
IDEA projects	6,144.63	-	-	6,144.63
Kindness fund	11,663.78	-	-	11,663.78
Lunch fund	-	-	-	-
Medical kits	494.96	-	-	494.96
Mock trial	2,000.00	-	-	2,000.00
Foundation scholarship	4,000.00	-	-	4,000.00
Beckenhauer scholarship	500.00	-	-	500.00
Class of 1963 scholarship	750.00	-	-	750.00
Dairy Queen scholarship	1,000.00	-	-	1,000.00
Dalton scholarship	2,000.00	-	-	2,000.00
Heier scholarship	1,000.00	-	-	1,000.00
Keating scholarship	1,500.00	-	-	1,500.00
Lutt scholarship	500.00	-	-	500.00
Meyer scholarship	2,500.00	-	-	2,500.00
Moser scholarship	500.00	-	-	500.00
Murray scholarship	4,500.00	-	-	4,500.00
Otte scholarship	500.00	-	-	500.00
Peterson scholarship	500.00	-	-	500.00
Retired teachers scholarship	750.00	-	-	750.00
Rickers scholarship	1,000.00	-	-	1,000.00
Soden scholarship	1,000.00	-	-	1,000.00
Wightman scholarship	1,000.00	-	-	1,000.00
Spring Sprints	2,980.72	-	-	2,980.72
Woodworking/shop equipment	1,358.67	-	-	1,358.67
Director's salary	30,000.00	-	-	30,000.00
Payroll taxes/benefits	3,450.91	-	-	3,450.91
Advertising	490.00	-	-	490.00
Dues and subscriptions	5,157.63	-	-	5,157.63
Fundraising expense	2,203.29	-	-	2,203.29
Miscellaneous	120.00	-	-	120.00
Supplies	494.44	-	-	494.44
Postage and delivery	853.79	-	-	853.79
Printing and reproduction	17.65	-	-	17.65
Professional fees	6,600.00	-	-	6,600.00
Travel expense	1,176.56	-	-	1,176.56
Total expenses	108,583.18	-	-	108,583.18
Change in net assets	14,961.57	149,756.42	-	164,717.99
Net assets as of beginning of year	178,581.90	548,903.50	79,895.33	807,380.73
Change in market value	-	-	-	-
Net assets as of end of year	$ 193,543.47	$ 698,659.92	$ 79,895.33	$ 972,098.72

No assurance is provided on these financial statements.

WAYNE COMMUNITY SCHOOLS FOUNDATION

SUPPLEMENTAL SCHEDULE OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS--CASH BASIS

TEMPORARILY RESTRICTED FUNDS

For the Twelve Months Ended December 31, 2024

	After School Program	Athletics	Alumni Tournament	WEB	Track Resurfacing	Elementary Art	Elementary Playground	FCCLA
Public Support & Revenues								
Contributions/Grants	$ -	$ 989.00	$ 6,087.65	$ -	$ -	$ 1,141.93	$ 80,820.00	$ -
Interest/Dividends	-	-	-	-	-	-	6,686.51	-
Total public support and revenues	-	989.00	6,087.65	-	-	1,141.93	87,506.51	-
Net assets released from restrictions								
Satisfaction of purpose restrictions								
Alumni tournament	-	-	5,235.49	-	-	-	-	-
Bowling/PE class	-	-	-	-	-	-	-	-
Elementary art	-	-	-	-	-	1,500.66	-	-
Esports	-	-	-	-	-	-	-	-
Football	-	-	-	-	-	-	-	-
FFA/Ag program	-	-	-	-	-	-	-	-
Fine arts	-	-	-	-	-	-	-	-
IDEA projects	-	-	-	-	-	-	-	-
Kindness Fund	-	-	-	-	-	-	-	-
Track	-	-	-	-	-	-	-	-
Foundation scholarship	-	-	-	-	-	-	-	-
Heier scholarship	-	-	-	-	-	-	-	-
Keating scholarship	-	-	-	-	-	-	-	-
Meyer scholarship	-	-	-	-	-	-	-	-
Murray scholarship	-	-	-	-	-	-	-	-
Otte scholarship	-	-	-	-	-	-	-	-
Peterson scholarship	-	-	-	-	-	-	-	-
Rickers scholarship	-	-	-	-	-	-	-	-
Wightman scholarship	-	-	-	-	-	-	-	-
Total	-	-	5,235.49	-	-	1,500.66	-	-
Change in net assets	-	989.00	852.16	-	-	(358.73)	87,506.51	-
Net assets as of beginning of year	9,176.00	13,128.67	12,928.73	100.00	43,525.71	4,259.29	1,215.08	350.00
Net assets as of end of year	$ 9,176.00	$ 14,117.67	$ 13,780.89	$ 100.00	$ 43,525.71	$ 3,900.56	$ 88,721.59	$ 350.00

	FFA/Ag Program	Fine arts	IDEA Project	Kindness Fund	Lecture Hall	Technology	Total Scholarships	Total
Public Support & Revenues								
Contributions/Grants	$ 5,111.71	$ 2,863.00	$ 8,100.00	$ 7,054.57	$ -	$ 125.00	$ 75,170.89	$ 187,463.75
Interest/Dividends	-	-	-	-	-	-	3,650.72	10,337.23
Total public support and revenues	5,111.71	2,863.00	8,100.00	7,054.57	-	125.00	78,821.61	197,800.98
Net assets released from restrictions								
Satisfaction of purpose restrictions								
Alumni tournament	-	-	-	-	-	-	-	5,235.49
Bowling/PE class	-	-	-	-	-	-	-	-
Elementary art	-	-	-	-	-	-	-	1,500.66
Esports	-	-	-	-	-	-	-	-
Football	-	-	-	-	-	-	-	-
FFA/Ag program	-	-	-	-	-	-	-	-
Fine arts	-	-	-	-	-	-	-	-
IDEA projects	-	-	6,144.63	-	-	-	-	6,144.63
Kindness Fund	-	-	-	11,663.78	-	-	-	11,663.78
Track	-	-	-	-	-	-	-	-
Foundation scholarship	-	-	-	-	-	-	4,000.00	4,000.00
Beckenhauer scholarship	-	-	-	-	-	-	500.00	500.00
Class of 1963 scholarship	-	-	-	-	-	-	750.00	750.00
Dairy Queen scholarship	-	-	-	-	-	-	1,000.00	1,000.00
Dalton scholarship	-	-	-	-	-	-	2,000.00	2,000.00
Heier scholarship	-	-	-	-	-	-	1,000.00	1,000.00
Keating scholarship	-	-	-	-	-	-	1,500.00	1,500.00
Lutt scholarship	-	-	-	-	-	-	500.00	500.00
Meyer scholarship	-	-	-	-	-	-	2,500.00	2,500.00
Moser scholarship	-	-	-	-	-	-	500.00	500.00
Murray scholarship	-	-	-	-	-	-	4,500.00	4,500.00
Otte scholarship	-	-	-	-	-	-	500.00	500.00
Peterson scholarship	-	-	-	-	-	-	500.00	500.00
Retired teachers scholarship	-	-	-	-	-	-	750.00	750.00
Rickers scholarship	-	-	-	-	-	-	1,000.00	1,000.00
Soden scholarship	-	-	-	-	-	-	1,000.00	1,000.00
Wightman scholarship	-	-	-	-	-	-	1,000.00	1,000.00
Move to Permanently restricted	-	-	-	-	-	-	-	-
Total	-	-	6,144.63	11,663.78	-	-	23,500.00	48,044.56
Change in net assets	5,111.71	2,863.00	1,955.37	(4,609.21)	-	125.00	55,321.61	149,756.42
Net assets as of beginning of year	48,395.96	26,064.08	8,376.65	35,496.60	991.00	5,254.71	339,641.02	548,903.50
Change in market value	-	-	-	-	-	-	-	-
Net assets as of end of year	$ 53,507.67	$ 28,927.08	$ 10,332.02	$ 30,887.39	$ 991.00	$ 5,379.71	$ 394,962.63	$ 698,659.92

No assurance is provided on these financial statements.

WAYNE COMMUNITY SC

SUPPLEMENTAL SCHEDULE OF REVENUES, EXPEN

SCHOLARSH

For the Twelve Months E

	Foundation Scholarship	Beckenhauer Scholarship	Class of 1963 Scholarship	Dairy Queen Scholarship	Mavis Dalton Scholarship	Ronald Dalton Scholarship	Deb Ensz Scholarship	Heier Scholarship	Keating Scholarship	Lutt Scholarship
Public Support & Revenues										
Contributions	$ 1,548.00	$ 25.00	$ -	$ 1,000.00	$ -	$ 11,530.00	$ 30,000.00	$ 525.00	$ 150.00	$ 500.00
Interest/Dividends	1,026.23	-	-	-	-	-	-	-	-	-
Total public support and revenues	2,574.23	25.00	-	1,000.00	-	11,530.00	30,000.00	525.00	150.00	500.00
Net assets released from restrictions										
Satisfaction of purpose restrictions										
Foundation scholarship	4,000.00	-	-	-	-	-	-	-	-	-
Beckenhauer scholarship	-	500.00	-	-	-	-	-	-	-	-
Class of 1963 scholarship	-	-	750.00	-	-	-	-	-	-	-
Dairy Queen scholarship	-	-	-	1,000.00	-	-	-	-	-	-
Dalton scholarship	-	-	-	-	1,000.00	1,000.00	-	-	-	-
Heier scholarship	-	-	-	-	-	-	-	1,000.00	-	-
Keating scholarship	-	-	-	-	-	-	-	-	1,500.00	-
Lutt scholarship	-	-	-	-	-	-	-	-	-	500.00
Meyer scholarship	-	-	-	-	-	-	-	-	-	-
Moser scholarship	-	-	-	-	-	-	-	-	-	-
Murray scholarship	-	-	-	-	-	-	-	-	-	-
Otte scholarship	-	-	-	-	-	-	-	-	-	-
Peterson scholarship	-	-	-	-	-	-	-	-	-	-
Retired teacehrs scholarship	-	-	-	-	-	-	-	-	-	-
Rickers scholarship	-	-	-	-	-	-	-	-	-	-
Soden scholarship	-	-	-	-	-	-	-	-	-	-
Wightman scholarship	-	-	-	-	-	-	-	-	-	-
Move to Permanently restricted	-	-	-	-	-	-	-	-	-	-
Total	4,000.00	500.00	750.00	1,000.00	1,000.00	1,000.00	-	1,000.00	1,500.00	500.00
Change in net assets	(1,425.77)	(475.00)	(750.00)	-	(1,000.00)	10,530.00	30,000.00	(475.00)	(1,350.00)	-
Net assets as of beginning of year	32,985.80	20,450.00	1,500.00	-	22,812.34	14,000.00	-	18,645.92	11,946.50	-
Change in market value	-	-	-	-	-	-	-	-	-	-
Net assets as of end of year	$ 31,560.03	$ 19,975.00	$ 750.00	$ -	$ 21,812.34	$ 24,530.00	$ 30,000.00	$ 18,170.92	$ 10,596.50	$ -

No assurance is provided on these financial statements.

HOOLS FOUNDATION
SES, AND CHANGES IN NET ASSETS--CASH BASIS
IP FUNDS
ded Decmeber 31, 2024

Meyer Scholarship	Moser Scholarship	Murray Scholarship	Novak Scholarship	Nursing Scholarship	Otte Scholarship	Peterson Scholarship	Retired Teachers Scholarship	Rickers Scholarship	Ruhl Scholarship	Soden Scholarship	Wightman Scholarship	Total
$ 7,143.50	$ 500.00	$ 12,050.00	$ -	$ 6,684.39	$ 2,100.00	$ 25.00	$ -	$ -	$ -	$ 1,150.00	$ 240.00	$ 75,170.89
63.81	-	1,624.58	-	-	103.33	-	-	695.69	-	-	137.08	3,650.72
7,207.31	500.00	13,674.58	-	6,684.39	2,203.33	25.00	-	695.69	-	1,150.00	377.08	78,821.61
-	-	-	-	-	-	-	-	-	-	-	-	4,000.00
-	-	-	-	-	-	-	-	-	-	-	-	500.00
-	-	-	-	-	-	-	-	-	-	-	-	750.00
-	-	-	-	-	-	-	-	-	-	-	-	1,000.00
-	-	-	-	-	-	-	-	-	-	-	-	2,000.00
-	-	-	-	-	-	-	-	-	-	-	-	1,000.00
-	-	-	-	-	-	-	-	-	-	-	-	1,500.00
-	-	-	-	-	-	-	-	-	-	-	-	500.00
2,500.00	-	-	-	-	-	-	-	-	-	-	-	2,500.00
-	500.00		-	-	-	-	-	-	-	-	-	500.00
-	-	4,500.00	-	-	-	-	-	-	-	-	-	4,500.00
-	-	-	-	-	500.00	-	-	-	-	-		500.00
-	-	-	-	-	-	500.00	-	-	-	-	-	500.00
-	-	-	-	-	-	-	750.00	-	-	-	-	750.00
-	-	-	-	-	-	-	-	1,000.00	-	-	-	1,000.00
-	-	-	-	-	-	-	-	-	-	1,000.00	-	1,000.00
-	-	-	-	-	-	-	-	-	-	-	1,000.00	1,000.00
-	-	-	-	-	-	-	-	-	-	-	-	-
2,500.00	500.00	4,500.00	-	-	500.00	500.00	750.00	1,000.00	-	1,000.00	1,000.00	23,500.00
4,707.31	-	9,174.58	-	6,684.39	1,703.33	(475.00)	(750.00)	(304.31)	-	150.00	(622.92)	55,321.61
98,496.82	-	59,623.83	750.00	20,000.00	6,922.25	9,467.68	-	18,116.85	500.00	-	3,423.03	339,641.02
-		-	-	-	-	-	-	-	-	-		-
$ 103,204.13	$ -	$ 68,798.41	$ 750.00	$ 26,684.39	$ 8,625.58	$ 8,992.68	$ (750.00)	$ 17,812.54	$ 500.00	$ 150.00	$ 2,800.11	$ 394,962.63

No assurance is provided on these financial statements.

WCS Curriculum/Long Range Plan

Subjects	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
Financial Impact	**WE ELA Contract**			**WE Math Contract/Extension**		**WE ELA Contract**	**WE Math Contract**	**WE Science Contract**			**WE SS Contract**		**WE ELA Contract**	**WE Math Contract**		**WE Science Contract**
Content Areas (Assessed By Summative Statewide)																
English Language Arts				NDE CR/V (Session/WCS	NDE State Board Approval	NDE CR/V (Session/WCS	NSCAS				NDE CR/V (Session/WCS	NDE State Board Approval	NDE Implementation	NSCAS		
Mathematics	WCS Implementation	NDE Implementation (Fall/WCS			NDE CR/V (Session/WCS	NDE State Board Approval	NDE Implementation	NSCAS				NDE CR/V (Session/WCS	NDE State Board Approval	NDE Implementation	NSCAS	
Science	NDE State Board Approval (Fall)	NDE Implementation (Fall)		NSCAS			NDE CR/V (Session/WCS	NDE State Board Approval	NDE Implementation		NSCAS			NDE CR/V (Session/WCS	NDE State Board Approval	NDE Implementation
Content Areas (Not Assessed By Summative Statewide)																
Fine Arts		NDE CR/V (Session/WCS	NDE State Board Approval	NDE Implementation					NDE CR/V (Session/WCS	NDE State Board Approval	NDE Implementation					NDE CR/V (Session/WCS
Physical Education		NDE CR/V (Session/WCS	NDE State Board Approval	NDE Implementation					NDE CR/V (Session/WCS	NDE State Board Approval	NDE Implementation					NDE CR/V (Session/WCS
Social Studies		NDE CR/V (Session/WCS	NDE State Board Approval	NDE Implementation					NDE CR/V (Session/WCS	NDE State Board Approval	NDE Implementation					NDE CR/V (Session/WCS
World Language			NDE CR/V (Session/WCS	NDE State Board Approval	NDE Implementation				NDE CR/V (Session/WCS	NDE State Board Approval						
Ag, Food, & Natural Resources			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation	
Business, Marketing, & Management			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation	
Communication & Information Systems			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation	
Computer Science	NDE Implementation (Fall)		NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation	
Health Sciences			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation	
Human Sciences & Education			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation	
Skilled & Technical Sciences			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation			NDE CR/V (Fall/WCS	NDE State Board Approval	NDE Implementation	

Abbreviations	
WCS CR/V	WCS Curriculum Revision Proces Year
NDE CR/V	NDE Curriculum Revision Proces Year
WCS Extension	Extend the Current Contract
WCS Implementation	WCS Implements the New Curriculum
NSCAS	New NSCAS Assessment
NDE Implementation	Schools Implement New Standards
NDE State Board Approval	State Board Approves New Standards

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 05/01/2025 to 05/31/2025.

Site ID / Group ID	Site Name / Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
WAYNE	WAYNE COMMUNITY SCHOOLS							
A	SPORTS							
		1005	ATHLETIC	-6,817.31	17,692.16	15,292.45	0.00	-4,417.60
		1006	ATHLETIC/STRENGTH & CONDITIONING	303.44	0.00	0.00	0.00	303.44
		1007	BASEBALL	3,357.23	458.00	0.00	0.00	3,815.23
		1009	BOWLING	11,416.98	0.00	462.00	0.00	10,954.98
		1010	BOYS BASKETBALL	362.38	1,095.00	995.00	0.00	462.38
		1011	GIRLS BASKETBALL	1,437.02	3,000.00	2,790.00	0.00	1,647.02
		1014	JH FOOTBALL	3,338.64	0.00	0.00	0.00	3,338.64
		1015	FOOTBALL	11,913.37	0.00	825.86	0.00	11,087.51
		1016	BOYS GOLF	1,409.79	0.00	0.00	0.00	1,409.79
		1017	GIRLS GOLF	550.92	0.00	0.00	0.00	550.92
		1019	SOFTBALL	4,351.04	0.00	0.00	0.00	4,351.04
		1020	TRACK/CROSS COUNTRY	14,085.75	0.00	4,193.34	0.00	9,892.41
		1023	UNIFIED BOWLING	4,166.10	0.00	0.00	0.00	4,166.10
		1025	VOLLEYBALL	7,151.81	0.00	0.00	0.00	7,151.81
		1030	WRESTLING	4,725.73	0.00	0.00	0.00	4,725.73
			A Totals:	61,752.89	22,245.16	24,558.65	0.00	59,439.40
B	CLUBS & ORGANIZATIONS							
		1505	ANNUAL	7,687.39	1,060.00	0.00	0.00	8,747.39
		1506	ART CLUB	279.11	0.00	0.00	0.00	279.11
		1510	CLOSE-UP	2,471.58	0.00	1,407.00	0.00	1,064.58
		1511	FCCLA	3,114.66	2,986.00	2,072.72	0.00	4,027.94
		1512	FFA	12,305.49	0.00	882.73	0.00	11,422.76
		1514	FBLA	8,627.54	0.00	0.00	0.00	8,627.54
		1515	JH W.E.B. (WHERE EVERYONE BELONGS)	4,366.93	524.00	804.93	0.00	4,086.00
		1521	MOCK TRIAL	3,984.77	0.00	0.00	0.00	3,984.77
		1525	NATIONAL HONOR SOCIETY	2,891.33	0.00	0.00	0.00	2,891.33
		1528	SCIENCE CLUB	0.00	0.00	0.00	0.00	0.00
		1530	ONE WORLD CLUB (FORMERLY SPANISH CLUB)	3,965.72	0.00	0.00	0.00	3,965.72
		1535	SPEECH TEAM	217.74	2,871.00	2,119.58	0.00	969.16
		1540	STUDENT COUNCIL	5,431.24	397.60	0.00	0.00	5,828.84
		1545	W CLUB	3,328.90	0.00	0.00	0.00	3,328.90
			B Totals:	58,672.40	7,838.60	7,286.96	0.00	59,224.04

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 05/01/2025 to 05/31/2025.

Site ID / Group ID	Site Name / Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
C	GRADUATING CLASSES							
		2032	CLASS OF 2021	0.00	0.00	0.00	0.00	0.00
		2033	CLASS OF 2022	0.00	0.00	0.00	0.00	0.00
		2034	CLASS OF 2023	0.00	0.00	0.00	0.00	0.00
		2035	CLASS OF 2024	0.00	0.00	0.00	0.00	0.00
		2036	CLASS OF 2025	450.00	0.00	0.00	0.00	450.00
		2037	CLASS OF 2026	3,068.45	0.00	0.00	0.00	3,068.45
		2038	CLASS OF 2027	1,191.60	75.00	0.00	0.00	1,266.60
		2039	Class of 2028	4,628.00	0.00	1,617.80	0.00	3,010.20
			C Totals:	9,338.05	75.00	1,617.80	0.00	7,795.25
D	ACADEMIC CLUBS							
		2505	BAND	3,036.24	0.00	0.00	0.00	3,036.24
		2515	CHOIR	1,543.72	0.00	0.00	0.00	1,543.72
			D Totals:	4,579.96	0.00	0.00	0.00	4,579.96
E	DISTRICT MONIES							
		3010	DRIVERS EDUCATION	0.00	0.00	0.00	0.00	0.00
		3015	DISTRICT ENTRY FEES	-835.00	835.00	1,300.00	0.00	-1,300.00
			E Totals:	-835.00	835.00	1,300.00	0.00	-1,300.00
F	ATHLETIC SUPPORT GROUPS							
		3505	CHEERLEADERS	5,812.60	0.00	206.00	0.00	5,606.60
		3510	CONCESSIONS	25,698.76	4,479.22	3,355.09	0.00	26,822.89
		3515	POPPER FUND	1,395.20	0.00	0.00	0.00	1,395.20
			F Totals:	32,906.56	4,479.22	3,561.09	0.00	33,824.69
H	VOCATIONAL ORGANIZATIONS							
		4505	INDUSTRIAL ARTS	114.51	0.00	0.00	0.00	114.51
		4510	POWER DRIVE PROGRAM	9,927.53	1,570.00	1,008.86	0.00	10,488.67
			H Totals:	10,042.04	1,570.00	1,008.86	0.00	10,603.18
I	INVESTMENT							
		5005	SAVINGS ACCOUNT	-14,999.93	0.00	0.00	0.00	-14,999.93
		5010	INTEREST ON CHECKING ACCT.	2,707.05	0.00	0.00	0.00	2,707.05
			I Totals:	-12,292.88	0.00	0.00	0.00	-12,292.88

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 05/01/2025 to 05/31/2025.

Site ID / Group ID	Site Name / Group Name / Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
J	MISCELLANEOUS						
	5505	BLUE DEVIL "BUCKS	62.21	0.00	0.00	0.00	62.21
	5508	ONE ACTS (formerly Dinner Theater)	956.76	0.00	0.00	0.00	956.76
	5512	EMPORIUM	3,309.27	0.00	0.00	0.00	3,309.27
	5515	GRADES K-6	10,746.97	4,660.81	6,758.69	0.00	8,649.09
	5517	HAL	134.76	0.00	0.00	0.00	134.76
	5520	HS LIBRARY	2,733.44	341.80	0.00	0.00	3,075.24
	5530	MUSICAL	28,654.24	0.00	0.00	0.00	28,654.24
	5535	PADLOCK	81.10	0.00	0.00	0.00	81.10
	5536	STUDENT ASSISTANCE	3,778.22	120.00	114.00	0.00	3,784.22
	5537	SPED - TRANSITION (FORMERLY RESOURCE)	3,122.10	404.00	232.90	0.00	3,293.20
	5538	SIB SHOP	145.64	0.00	0.00	0.00	145.64
	5540	SPECIAL OLYMPICS	233.85	0.00	0.00	0.00	233.85
	5544	STAFF SUPPORT SERVICES	28,324.74	916.00	5,362.39	0.00	23,878.35
	5545	TAB	21.26	0.00	0.00	0.00	21.26
	5600	STUDENT FEE FUND	1,012.50	14,575.00	0.00	0.00	15,587.50
	5605	STUDENT FEES/CHROMEBOOKS	16,688.56	160.00	2,007.00	0.00	14,841.56
		J Totals:	100,005.62	21,177.61	14,474.98	0.00	106,708.25
K	MIDDLE GRADES						
	6005	JUNIOR HIGH SCHOOL	517.00	2.00	0.00	0.00	519.00
	6012	JH SCIENCE	1,648.33	0.00	0.00	0.00	1,648.33
		K Totals:	2,165.33	2.00	0.00	0.00	2,167.33
		WAYNE Activity Totals:	266,334.97	58,222.59	53,808.34	0.00	270,749.22

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
WAYNE Checking:			58,222.59	53,808.34		
WAYNE Investment:						
WAYNE Bank Balances:	266,334.97		58,222.59	53,808.34	0.00	270,749.22

Report Activity Totals:	266,334.97	58,222.59	53,808.34	0.00	270,749.22

Wayne Public Schools

Rollup Report June 2025 Board Meeting

FUND	FUNCTION	Actuals (Selected Range)	Adopted Budget	Current Budget	Actuals (YTD)	Encumbrances (YTD)
01 - General Fund	011000 - Reg. Inst	$502,551.48	$6,474,550.06	$6,474,550.06	$4,543,194.99	$5,585.99
01 - General Fund	011250 - Regular Instructional Programs School Age (Flex-Spending)	$7,824.89	$69,820.05	$69,820.05	$65,459.47	$0.00
01 - General Fund	011500 - Limited English Proficiency Programs	$21,592.33	$235,680.04	$235,680.04	$184,058.45	$0.00
01 - General Fund	011600 - Poverty Programs	$9,452.91	$127,500.01	$127,500.01	$91,335.12	$0.00
01 - General Fund	011900 - Early Childhood Educational Programs	$14,229.61	$78,600.02	$78,600.02	$91,045.75	$0.00
01 - General Fund	012001 - Sped - Administration	$19,290.92	$240,212.07	$240,212.07	$247,650.94	$0.00
01 - General Fund	012003 - Sped - Teaching	$101,289.28	$1,170,548.21	$1,170,548.21	$820,280.26	$0.00
01 - General Fund	012004 - Sped - Transition	$0.00	$6,000.00	$6,000.00	$0.00	$0.00
01 - General Fund	012005 - Sped - Barrier removal	$0.00	$255,000.00	$255,000.00	$63,000.00	$0.00
01 - General Fund	012910 - Special Education Instructional Programs - Ages 3-5	$7,304.87	$0.09	$0.09	$49,447.34	$0.00
01 - General Fund	012950 - Special Education Instructional Programs - Unified Sports	$0.00	$4,550.01	$4,550.01	$1,166.33	$0.00
01 - General Fund	013000 - Summer School -Driver Ed	$0.00	$20,000.00	$20,000.00	$100.00	$0.00
01 - General Fund	013001 - Summer School - Jump Start	$0.00	$17,700.01	$17,700.01	$69.98	$0.00
01 - General Fund	021100 - Attendance and Social Work Services	$0.00		$0.00	$3,245.00	$0.00
01 - General Fund	021200 - Guidance Services	$17,544.55	$219,325.05	$219,325.05	$152,907.74	$0.00
01 - General Fund	021300 - Health Services	$8,013.84	$72,207.45	$72,207.45	$59,785.15	$233.90
01 - General Fund	021400 - Psychological Services	$2,112.00	$17,500.00	$17,500.00	$19,008.00	$0.00
01 - General Fund	021410 - Psychological Services - SPED - School Age	$0.00	$130,000.00	$130,000.00	$43,000.00	$0.00
01 - General Fund	021510 - Speech Pathology and Audiology Services - SPED - School Age	$10,457.91	$137,475.02	$137,475.02	$93,377.18	$0.00
01 - General Fund	021610 - Occupational Therapy-Related Services - SPED - School Age	$991.25	$20,000.00	$20,000.00	$7,138.75	$0.00
01 - General Fund	021710 - Physical Therapy-Related Services - SPED - School Age	$253.75	$7,500.00	$7,500.00	$3,215.00	$0.00
01 - General Fund	021810 - Visually Impaired or Vision Services - SPED - School Age	$0.00	$8,500.01	$8,500.01	$0.00	$0.00
01 - General Fund	021900 - Support Services - Student - Other	$7,202.26	$182,201.01	$182,201.01	$103,762.52	$4,770.30
01 - General Fund	022130 - Instructional Staff Training	$0.00		$0.00	$11,726.04	$0.00
01 - General Fund	022200 - Library or Media Services	$13,607.84	$191,140.03	$191,140.03	$124,449.53	$0.00
01 - General Fund	022240 - Educational Television Services	$0.00	$15,000.00	$15,000.00	$7,114.44	$0.00
01 - General Fund	022300 - Instruction-Related Technology	$30,109.58	$242,167.03	$242,167.03	$160,364.52	$12,562.20
01 - General Fund	023100 - Board of Education	$5,270.23	$108,425.00	$108,425.00	$54,263.04	$0.00
01 - General Fund	023200 - Executive Administration	$26,976.70	$318,925.01	$318,925.01	$230,240.90	$0.00
01 - General Fund	023300 - District Legal Services	$2,527.00	$25,000.00	$25,000.00	$20,791.05	$0.00
01 - General Fund	024100 - Office of the Principal	$68,568.36	$822,741.08	$822,741.08	$626,016.51	$435.00
01 - General Fund	024900 - School Administration Other	$6,081.50	$73,500.01	$73,500.01	$54,892.72	$0.00
01 - General Fund	025100 - Fiscal Services	$20,014.02	$338,140.03	$338,140.03	$188,791.00	$0.00
01 - General Fund	025700 - Personnel Services	$177.00		$0.00	$1,831.00	$0.00
01 - General Fund	025800 - Administrative Technology Service	$0.00		$0.00	$1,600.00	$0.00
01 - General Fund	026100 - Operation of Buildings	$30,338.47	$517,500.00	$517,500.00	$362,208.86	$0.00

01 - General Fund	026200 - Maintenance of Buildings	$68,540.95	$826,700.02	$826,700.02	$589,642.00	$0.00
01 - General Fund	026300 - Care and Upkeep of Grounds	$3,349.79	$55,000.00	$55,000.00	$42,013.20	$95.26
01 - General Fund	026400 - Care and Upkeep of Equipment	$3,726.29	$30,000.00	$30,000.00	$42,919.23	$0.00
01 - General Fund	026500 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)	$120.31	$52,000.00	$52,000.00	$7,686.16	$0.00
01 - General Fund	026600 - Security	$3,696.00		$0.00	$32,208.00	$0.00
01 - General Fund	026700 - Safety	$0.00		$0.00	$1,035.24	$0.00
01 - General Fund	027100 - Vehicle Operation and Purchasing - Regular Education	$45,115.93	$569,500.00	$569,500.00	$336,317.62	$0.00
01 - General Fund	027120 - Vehicle Operation and Purchasing - School Age SPED	$308.74	$45,830.07	$45,830.07	$2,390.22	$0.00
01 - General Fund	027220 - Monitoring Services - School Age SPED	$0.00	$11,770.05	$11,770.05	$0.00	$0.00
01 - General Fund	027300 - Vehicle Servicing and Maintenance - Regular Education	$131.90	$16,000.00	$16,000.00	$6,553.05	$0.00
01 - General Fund	027320 - Vehicle Servicing and Maintenance - School Age SPED	$476.00	$6,000.00	$6,000.00	$3,457.49	$0.00
01 - General Fund	033000 - Community Services Operations	$3,867.50	$33,505.01	$33,505.01	$34,401.68	$0.00
01 - General Fund	035350 - High Ability Learners	$975.06	$11,590.00	$11,590.00	$7,394.95	$0.00
01 - General Fund	035400 - State Early Childhood	$0.00	$55,550.00	$55,550.00	$0.00	$0.00
01 - General Fund	035510 - Career Education	$0.00		$0.00	$3,326.53	$0.00
01 - General Fund	035990 - Other State Programs	$201.13		$0.00	$3,921.70	$0.00
01 - General Fund	062000 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	$11,151.26	$134,000.00	$134,000.00	$100,367.21	$0.00
01 - General Fund	063100 - Federal Services - Title II, Part A ESSA Supporting Effective Instruction	$5,219.24	$33,300.01	$33,300.01	$36,898.24	$0.00
01 - General Fund	064040 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four	$4,417.54	$129,265.07	$129,265.07	$32,758.44	$0.00
01 - General Fund	064060 - Federal Services - IDEA Preschool (619) Base Allocation	$0.00	$0.01	$0.01	$0.00	$0.00
01 - General Fund	064080 - IDEA Enroll/Pov & IDEA Base Allocation Birth-Age 4	$0.00		$0.00	$111,470.43	$0.00
01 - General Fund	064100 - Federal Services - IDEA Enrollment or Poverty (611)	$0.00	$26,800.01	$26,800.01	$0.00	$0.00
01 - General Fund	064120 - Federal Services - IDEA Part B Proportionate Share	$0.00	$5,000.00	$5,000.00	$3,187.00	$0.00
01 - General Fund	069250 - Federal Services - Title III ESSA - ELL	$0.00	$0.01	$0.01	$0.00	$0.00
01 - General Fund	069690 - Federal Services - Title IV, Part A ESSA	$0.00	$1,000.00	$1,000.00	$0.00	$0.00
01 - General Fund	069970 - CRRSA ESSER II - Elementary and Secondary Emergency Relief II	$2,333.53		$0.00	$2,333.53	$0.00
01 - General Fund	080000 - Transfers (Outgoing)	$0.00	$15,000.01	$15,000.01	$4,346.00	$0.00
Sub Total		**$1,087,413.72**	**$14,205,217.57**	**$14,205,217.57**	**$9,891,165.50**	**$23,682.65**

Available	% of Budget
$1,925,769.08	70.17
$4,360.58	93.75
$51,621.59	78.10
$36,164.89	71.64
($12,445.73)	115.83
($7,438.87)	103.10
$350,267.95	70.08
$6,000.00	0.00
$192,000.00	24.71
($49,447.25)	54,941,488.89
$3,383.68	25.63
$19,900.00	0.50
$17,630.03	0.40
($3,245.00)	
$66,417.31	69.72
$12,188.40	82.80
($1,508.00)	108.62
$87,000.00	33.08
$44,097.84	67.92
$12,861.25	35.69
$4,285.00	42.87
$8,500.01	0.00
$73,668.19	56.95
($11,726.04)	
$66,690.50	65.11
$7,885.56	47.43
$69,240.31	66.22
$54,161.96	50.05
$88,684.11	72.19
$4,208.95	83.16
$196,289.57	76.09
$18,607.29	74.68
$149,349.03	55.83
($1,831.00)	
($1,600.00)	
$155,291.14	69.99

$237,058.02	71.32
$12,891.54	76.39
($12,919.23)	143.06
$44,313.84	14.78
($32,208.00)	
($1,035.24)	
$233,182.38	59.05
$43,439.85	5.22
$11,770.05	0.00
$9,446.95	40.96
$2,542.51	57.62
($896.67)	102.68
$4,195.05	63.80
$55,550.00	0.00
($3,326.53)	
($3,921.70)	
$33,632.79	74.90
($3,598.23)	110.81
$96,506.63	25.34
$0.01	0.00
($111,470.43)	
$26,800.01	0.00
$1,813.00	63.74
$0.01	0.00
$1,000.00	0.00
($2,333.53)	
$10,654.01	28.97
$4,290,369.42	

Wayne Public Schools

Cash Summary Report

Accounting Cycle: FY24-25; Beginning Period: Period 09 (05/01/2025 - 05/31/2025) ; Ending Period: Period 09 (05/01/2025 - 05/31/2025) ; Show Prior Year Expense/Encumbrance: No; Prior Year Enc
Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 6/6/2025 9:21:10 AM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances
01	General Fund	$4,867,748.34	$4,239,095.39	($1,087,413.72)	$0.00	$8,019,430.01	($23,682.65)
02	Depreciation Fund	$211,095.64	$694.30	$0.00	$0.00	$211,789.94	$0.00
03	Employee Benefit Fund	$12,082.26	$39.74	$0.00	$0.00	$12,122.00	$0.00
05	Activity Fund	$233,525.63	$0.00	$0.00	$0.00	$233,525.63	$0.00
06	School Nutrition Fund	$50,170.67	$87,933.19	($84,502.01)	$0.00	$53,601.85	$0.00
07	Bond Fund	$1,008,179.37	$612,764.05	($641,443.75)	$0.00	$979,499.67	$0.00
08	Special Building Fund	$4,439,864.40	$186,187.16	($543,731.17)	$0.00	$4,082,320.39	$0.00
09	Qualified Capital Fund	$389,102.05	$179,515.59	($1,593.75)	$0.00	$567,023.89	$0.00
Sub Total		**$11,211,768.36**	**$5,306,229.42**	**($2,358,684.40)**	**$0.00**	**$14,159,313.38**	**($23,682.65)**

FHT: $1292.84
BDB: $27,791.06

ding Balance for Beginning Balance: No;

Liabilities	Available
($56.17)	$7,995,691.19
$0.00	$211,789.94
$1,391.07	$13,513.07
$0.00	$233,525.63
$0.00	$53,601.85
$0.00	$979,499.67
$0.00	$4,082,320.39
$0.00	$567,023.89
$1,334.90	**$14,136,965.63**