

Board of Education Regular Meeting
Tuesday, August 13, 2024 Immediately
following the Parent Involvement Hearing
HS Computer Lab - Room 213
802 Highland Street
Wakefield, NE 68784

1. Opening Procedures
 - 1.1. Call to Order
 - 1.2. Open Meetings Act
 - 1.3. Pledge of Allegiance
Brown
 - 1.4. School District Mission Statement
Brown
 - 1.5. Roll Call
2. Awards and Special Recognition
3. Reports
 - 3.1. Administrators
 - 3.1.1. Elementary Principal Report
Mr. Sindelar
 - 3.1.2. Secondary Principal/Activities Director Report
Mr. Brenn
 - 3.1.3. District Program Director Report
Mrs. Zach
 - 3.1.4. Superintendent Report
Mr. Farup
 - 3.2. Board Committee Reports

- 3.2.1. Board Policy
Lundahl
- 3.2.2. Building, Sites & Transportation
Litchfield
- 3.2.3. Business & Finance
Dorcey
- 3.2.4. American Civics, Curriculum & Technology
Keagle
- 3.2.5. Negotiations & Public Relations
Brown
- 3.2.6. Strategic Planning
Riewer

4. Recognition of Visitors/Communication from the Public

4.1. WEA

4.2. Public Comment

5. Discussion and Action Items

5.1. Consent Agenda

5.1.1. Minutes of the previous meeting

5.1.2. Financial Reports

5.2. Discuss and take appropriate action regarding a recommendation from the Policy Committee to approve an update to Policy 6025: Student Cell Phone and Other Electronic Devices, including recommended revisions.

Farup, Brenn, and Lundahl

5.3. Review, discuss, and take appropriate action to reaffirm Policy 5057: Parental Involvement in the Title I Program.

Farup

5.4. Review, discuss, and take appropriate action to affirm Policy 5018 Parent Involvement in Education Practices.

Farup

- 5.5. Review, discuss, and take appropriate action regarding Policy 5045: Student Fees
Farup
 - 5.6. Review, modify, or reaffirm, Board Policy 5054: Bullying.
Farup
 - 5.7. Discuss and take appropriate action to approve the 2024-2025 Parent-Student Handbook.
Policy Committee
 - 5.8. Review, discuss and take appropriate action to approve the 2024-2025 Staff Handbook.
Farup
 - 5.9. Review, discuss and take appropriate action to approve the 2024-2025 Tier 2 and Tier 3 Guidance Handbook
Zach
 - 5.10. Review, discuss and take appropriate action to approve the 2024-2025 Activities Manual.
Brenn/Farup
 - 5.11. Hold for discussion and take appropriate action on the recommendation by the Superintendent to raise the daily substitute pay from \$135 to \$150 and the half-day sub rate from \$75 to \$90.
Farup
 - 5.12. Hold for discussion and take appropriate action on the recommendation by the Superintendent to raise the bus driver route pay from \$50 to \$55 and the activity hourly wage from \$17.50 to \$18.00 an hour.
Farup
 - 5.13. Discuss and take appropriate action regarding a recommendation by the Business and Finance Committee to receive, review and approve the payment of bills received after the Regular August board meeting, and authorize the transfer of funds from the General Fund to the Depreciation Fund.
Farup & Dorsey
6. Upcoming Dates and Times
 - 6.1. Set the date and time for the next regular meeting
7. Adjournment

Superintendent Report
Mr. Farup
August 13, 2024

- Report of Superintendent Leave:
 - I will be taking personal leave on August 30th and September 3rd for my daughter's wedding.
 - I will take personal leave on September 18-20 for my nephew's graduation from the US Navy boot camp.

- We served over 8200 breakfasts and over 8500 lunches in our summer food program. Our estimated reimbursement is around \$69,000 and our estimated expenses are \$56,000.
- There were 21 students involved in our June summer school program and 64 students involved in the July program.
- Rex, Carla Clay, Tina Nuernberger, Teresa Isom and Laura Rodriguez did an amazing job getting the school cleaned up and looking great for the school year.
- Facility Projects completed this summer:
 - Gym floors were refinished and painted
 - Special Education rooms in Elementary and Middle School were recarpeted.
 - The wooden platform in the Elementary playground was torn down and replaced with concrete.
- New Staff:
 - Joe Kevindra- High School Social Studies
 - Tory McCreary- 4th Grade
 - Brooke Solomon- 5th-6th Grade
 - Caitlyn Smith- Middle-Level EL
 - Scott Hansen- Elementary PE
 - Teresa Isom- Custodial
 - Laura Rodriguez- Custodial
 - Traci Emmons- K-3 Para
 - Kaylyn Stark- HS Para
 - Abby Nixon- PS Para
 - Paulina Vallejo- K-3 Para
 - Keiziah Fischer- HS Para
 - Raegen Mares- MS Para (PT)
 - Reese Jackson- K-3 Para (PT)

**Wakefield Community School
Board of Education Regular Meeting
Thursday, July 11, 2024 5:30 PM**

Posted Locations:

- Wakefield Post Office • BankFirst • Wakefield Republican • School Main Entrance

Posted Date: 07/03/2024

The Board of Education Regular Meeting convened in open and public session on Thursday, July 11, 2024 at 5:30 PM in the Media Center at 802 Highland Street, Wakefield, NE 68784.

President Brown informed the group of the Open Meetings Act posted in the room and accessible to all members of the public as required by law. All board members had received notice of the meeting and the meeting notice had been published/posted in a timely manner prior to the meeting date.

Opening Procedures

- Call to Order
- Open Meetings Act
- Pledge of Allegiance
- School District Mission Statement
- Roll Call

Attendance Taken at 5:30 PM:

Present: Bree Brown, Josh Dorcey, Jim Litchfield, Sherri Lundahl, Eric Riewer.

Absent: Jeffrey Keagle

Present: 5, Absent: 1.

Reports

Superintendent Report

- I participated in Title IX Training provided by KSB on June 26th. Since then federal courts in Louisiana and Tennessee issued decisions holding that the US Department of Education cannot enforce the new Title IX regulations in ten specific states. After the webinar, a federal district court in Kansas enjoined enforcement of the new regulations in four additional states, including Wyoming. Nebraska and South Dakota are parties to litigation in a federal court out of Missouri, and the judge in that case will rule on that lawsuit sometime in the coming weeks.
- KSB advice to their clients remains the same. The changes to the Title IX process and procedures are friendly to schools. Reducing the number of administrators that must be involved in responding to allegations of sex harassment—and giving schools more flexibility in timeframes—are welcome improvements. Most of the litigation around Title IX is about bathrooms, locker rooms, and whether the term “sex” includes gender identity and sexual orientation. KSB believes school policies should focus on the process, not the politics. They wrote our policy the way they did for a reason, in anticipation of these legal developments. We should still train your staff and our Title IX team, and that training will be practical. It should be focused on how best to serve students consistently day-to-day in 24-25 based on what we do know, not what we might know in a week, a month, or a year

Board Committee Reports

Board Policy

- The 6000-policy series is due for review. We also are considering adding a policy regarding cell phones and electronics.

Discussion and Action Items

Consent Agenda

Motion to approve the Consent Agenda passed with a motion by Litchfield and a second by Riewer.

Yea: Brown, Dorcey, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Bills were reviewed by the Finance Committee and approved as follow: General: \$520,796.59; Lunch: \$27,680.70; Payroll: \$255,805.56; Activities: \$5,976.30.

Discuss, consider, and take all necessary action to adopt a resolution increasing the school district's base growth percentage by up to six percent (6%) for the 2024-2025 budget year.

We now have the Property Taxing Authority and State Aid information that the Board needs to decide whether or not to approve the extra property taxing authority prescribed by LB 243. LB 243 allows the Board to increase the "base growth percentage" by 6%.

Here's the numbers for the 2024-25. Our taxing authority base growth percentage is 7.48%, which is a maximum of \$5,986,388. LB 243 allows for a Board approved extra 6%, adding another \$497,899 to our maximum taxing authority of \$6,484,287.

The certified State Aid for 24-25 is \$2,056,567. Last year, State Aid was \$2,697,039. So we are down \$640,472 in State Aid.

Last year, our Property Tax ask was \$4,706,704. We could raise the amount of tax \$1,279,684 without the approved increase or \$1,777,583 with it.

We don't have to use all of the increase, but we need the ability to budget a portion of it like we did last year. \$366,017 of the \$5,986,388 taxing authority is from last year's unused taxing authority.

Motion to adopt the resolution as presented, increasing the school district's base growth percentage by up to six percent (6%) for the 2024-2025 school budget year passed with a motion by Litchfield and a second by Dorcey.

Yea: Brown, Dorcey, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Hold for discussion and possible action an administrative recommendation regarding setting the price of meals for the 2024-2025 school food program.

Breakfast Program – Grades PreK – 12

Regular Price.....	\$2.00
Reduced Price.....	\$0.30
Milk.....	\$0.40

Lunch Program – Grades PreK – 6

Regular Price.....	\$3.00
Reduced Price.....	\$0.40
Milk.....	\$0.40

Lunch Program – Grades 7-12

Regular Price.....	\$3.50
Reduced Price.....	\$0.40
Milk.....	\$0.40

4th – 12th grade students desiring a second entrée(s) will be charged an additional \$1.25 daily whether they elect to take one item or all the entrees offered for seconds. Additional milk is and extra at a cost of \$0.40 per carton.

Motion to set prices for breakfast, lunch, and milk for the 2024-2025 school year, as discussed passed with a motion by Dorcey and a second by Lundahl.

Yea: Brown, Dorcey, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Discuss and take appropriate action on an administrative recommendation regarding the appointment of a Title IX compliance officer

Motion to appoint Superintendent Matt Farup as the Title IX compliance officer for the 2024-2025 school year passed with a motion by Lundahl and a second by Riewer.

Yea: Brown, Dorcey, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Discuss and take appropriate action on the participation in the state and federal hot lunch program with the Elementary Principal, Darren Sindelar, serving as the elementary hearing officer, and High School Principal, Matt Brenn as the high school hearing officer.

After school starts, there is an audit of the families that have applied for free or reduced lunches. Random applications are selected for income verification. If the family does not agree with the findings, they can request a hearing. The hearing officer would lead the hearing.

Motion to appoint Darren Sindelar as the elementary hearing officer and Matt Brenn as the high school hearing officer for the state and federal hot lunch program for 2024-2025 school year passed with a motion by Dorcey and a second by Litchfield.

Yea: Brown, Dorcey, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Discuss and take appropriate action on the appointment of Mrs. Becky Gothier as the Recording Secretary/Board Treasurer for 2024-2025 school year

Motion to approve the appointment of Becky Gothier as the Recording Secretary/Board Treasurer for 2024-2025 school year passed with a motion by Lundahl and a second by Riewer.

Yea: Brown, Dorcey, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Hold for review and discussion an administrative report regarding district Multicultural Policy 6020, offerings and programs.

In every curriculum area and at all grades, the school district will provide programs that foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations. The superintendent shall provide the board with a report on the status of the district's multicultural education program annually.

Each certified instructor submitted a detailed list of events, lessons, and activities that fulfill their duties and responsibilities.

Motion to affirm the District's Multicultural Education policy 6020, offerings, and programs as presented passed with a motion by Dorcey and a second by Riewer.

Yea: Brown, Dorcey, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Discuss and take appropriate action on the appointment of Mrs. Kelsey Thomas, High School Secretary, as the determining official for all hot lunch applications received from students in grades 7-12, and the appointment of Mrs. LaVon Anderson, elementary secretary, as the determining official for all hot lunch applications received from students in grades PreK-6.

Kelsey and LaVon utilize the USDA digital school lunch application process that determines student eligibility from NDE regarding free and reduced lunch eligibility. This process now affords immediate application determination using the state's digital program.

Motion to appoint Kelsey Thomas and LaVon Anderson as the determining officials for high school and elementary school lunch applications for the 2024-2025 school year Passed with a motion by Dorcey and a second by Litchfield.

Yea: Brown, Dorcey, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Hold for discussion and take appropriate action on the recommendation of a bid for repainting graphics of both gym floors.

A project of this scope would typically cost around \$65,000. Since the product used by Egan Floors last year had a defect, they proposed paying for the resurfacing and most of the painting. Our cost would not exceed the \$10,941.18 estimate for the graphics.

Motion to approve the bid from Egan Floors for applying new gym floor graphics in both gyms for \$10,941.18. Passed with a motion by Dorcey and a second by Riewer.

Yea: Brown, Dorcey, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Upcoming Dates and Times

- Policy Committee – 8/1 at 2:15pm
- Meet & Greet – 8/13 – 5:00 – 7:00
- Regular Board Meeting – 8/13 at 7:00pm
- First Day of School – 8/15

Adjournment

Motion to adjourn the meeting at 6:28pm passed with a motion by Riewer and a second by Litchfield.

Yea: Brown, Dorcey, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0



Sherri Lundahl, Board Secretary



Becky Gothier, Recording Secretary

Wakefield Community School

Cash Summary Report

Accounting Cycle: FY23-24; Beginning Period: Period 11 (07/01/2024 - 07/31/2024) ; Ending Period: Period 11 (07/01/2024 - 07/31/2024) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: No; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 8/10/2024 10:08:41 AM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Liabilities	Available
01	General Fund	\$3,121,210.29	\$74,685.48	(\$740,904.66)	\$0.00	\$2,454,991.11	(\$106,880.36)	\$0.00	\$2,348,110.75
02	Depreciation Fund	\$249,953.30	\$311.86	\$0.00	\$0.00	\$250,265.16	\$0.00	\$0.00	\$250,265.16
03	Employee Benefit Fund	\$56,761.14	\$4,199.00	\$0.00	\$0.00	\$60,960.14	\$0.00	\$0.00	\$60,960.14
05	Activity Fund	\$19,391.71	\$7,620.04	(\$8,543.95)	\$0.00	\$18,467.80	\$0.00	\$0.00	\$18,467.80
06	School Nutrition Fund	\$10,647.47	\$37,861.50	(\$31,679.53)	\$0.00	\$16,829.44	\$0.00	(\$500.14)	\$16,329.30
07	Bond Fund	\$30,473.81	\$29.76	\$0.00	\$0.00	\$30,503.57	\$0.00	\$0.00	\$30,503.57
08	Special Building Fund	\$929,753.68	\$3,534.21	\$0.00	\$0.00	\$933,287.89	\$0.00	\$0.00	\$933,287.89
09	QCPUF Fund	\$13,699.13	\$101.61	\$0.00	\$0.00	\$13,800.74	\$0.00	\$0.00	\$13,800.74
11	Interim Fund	\$4,965.08	\$650.05	(\$460.00)	\$0.00	\$5,155.13	\$0.00	\$0.00	\$5,155.13
Sub Total		\$4,436,855.61	\$128,993.51	(\$781,588.14)	\$0.00	\$3,784,260.98	(\$106,880.36)	(\$500.14)	\$3,676,880.48

Wakefield Community School

Budget Report - July 31, 2024

FUNCTION	July Expenses	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget Used
01100 - Regular Instruction	\$290,502.75	\$4,091,495.00	\$3,609,951.64	\$72,779.88	\$408,763.48	88.23
01125 - Regular Instructional Programs School Age (Flex-Spending)	\$0.00	\$26,681.00	\$0.00	\$0.00	\$26,681.00	0.00
01150 - Limited English Proficiency Programs	\$24,872.15	\$358,230.00	\$317,308.36	\$204.70	\$40,716.94	88.58
01160 - Poverty Programs	\$31,539.56	\$374,925.00	\$348,690.41	\$0.00	\$26,234.59	93.00
01190 - Early Childhood Educational Programs	\$10,559.93	\$260,660.00	\$239,313.80	\$1,132.50	\$20,213.70	91.81
01200 - Special Education Instructional Programs - School Age	\$70,403.11	\$798,465.00	\$677,358.14	\$2,699.79	\$118,407.07	84.83
01291 - Special Education Instructional Programs - Ages 3-5	\$0.00	\$65,600.00	\$45,562.89	\$0.00	\$20,037.11	69.46
01300 - Summer School	\$265.30	\$5,200.00	\$6,047.41	\$0.00	(\$847.41)	116.30
02120 - Guidance Services	\$14,315.67	\$178,804.00	\$166,459.41	\$194.43	\$12,150.16	93.10
02130 - Health Services	\$2,749.02	\$88,167.00	\$82,111.47	\$1,161.24	\$4,894.29	93.13
02141 - Psychological Services - SPED - School Age	\$13,640.62	\$67,500.00	\$56,062.48	\$0.00	\$11,437.52	83.06
02151 - Speech Pathology and Audiology Services - SPED - School Age	\$26,298.12	\$113,200.00	\$99,438.11	\$0.00	\$13,761.89	87.84
02161 - Occupational Therapy-Related Services - SPED - School Age	\$3,384.55	\$16,850.00	\$17,640.71	\$0.00	(\$790.71)	104.69
02171 - Physical Therapy-Related Services - SPED - School Age	\$423.00	\$5,500.00	\$1,527.03	\$0.00	\$3,972.97	27.76
02181 - Visually Impaired or Vision Services - SPED - School Age	\$800.25	\$200.00	\$4,340.75	\$0.00	(\$4,140.75)	2,170.38
02190 - Support Services - Student - Other	\$75.92	\$17,300.00	\$8,644.29	\$0.00	\$8,655.71	49.97
02213 - Instructional Staff Training	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00
02220 - Library or Media Services	\$0.00	\$61,440.00	\$4,591.84	\$502.59	\$56,345.57	7.47
02290 - Other Support Services - Instructional Staff	\$0.00	\$5,000.00	\$3,594.43	\$0.00	\$1,405.57	71.89
02310 - Board of Education	\$1,132.19	\$79,775.00	\$97,647.67	\$0.00	(\$17,872.67)	122.40
02320 - Executive Administration	\$17,839.04	\$221,167.00	\$186,854.78	\$0.00	\$34,312.22	84.49
02330 - District Legal Services	\$1,425.00	\$25,000.00	\$7,361.00	\$0.00	\$17,639.00	29.44
02410 - Office of the Principal	\$30,169.82	\$425,636.00	\$371,640.70	\$0.00	\$53,995.30	87.31
02490 - School Administration Other	\$2,501.99	\$32,549.00	\$34,833.82	\$0.00	(\$2,284.82)	107.02
02510 - Fiscal Services	\$9,759.91	\$191,307.00	\$136,202.13	\$0.00	\$55,104.87	71.20
02570 - Personnel Services	\$142.00	\$1,500.00	\$3,856.55	\$0.00	(\$2,356.55)	257.10
02580 - Administrative Technology Service	\$27,700.43	\$252,142.00	\$174,855.47	\$19,677.20	\$57,609.33	69.35
02610 - Operation of Buildings	\$40,087.29	\$614,514.00	\$447,655.05	\$0.00	\$166,858.95	72.85
02630 - Care and Upkeep of Grounds	\$9,459.26	\$40,455.00	\$33,217.83	\$0.00	\$7,237.17	82.11
02670 - Safety	\$0.00	\$13,500.00	\$10,430.01	\$0.00	\$3,069.99	77.26
02710 - Vehicle Operation and Purchasing - Regular Education	\$6,044.26	\$301,250.00	\$164,584.14	\$0.00	\$136,665.86	54.63
02712 - Vehicle Operation and Purchasing - School Age SPED	\$2,176.50	\$46,850.00	\$7,470.18	\$0.00	\$39,379.82	15.94
02730 - Vehicle Servicing and Maintenance - Regular Education	\$2,741.71	\$49,415.00	\$45,211.68	\$0.00	\$4,203.32	91.49
02732 - Vehicle Servicing and Maintenance - School Age SPED	\$0.00	\$1,100.00	\$0.00	\$0.00	\$1,100.00	0.00
03100 - Food Services Operations	\$0.00	\$0.00	\$28,264.04	\$0.00	(\$28,264.04)	
03535 - High Ability Learners	\$0.00	\$5,645.00	\$0.00	\$0.00	\$5,645.00	0.00
06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$8,282.71	\$135,672.00	\$124,179.07	\$0.00	\$11,492.93	91.53

FUNCTION	July Expenses	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget Used
06406 - Federal Services - IDEA Preschool (619) Base Allocation	\$0.00	\$895.00	\$0.00	\$0.00	\$895.00	0.00
06408 - IDEA Part B Base & Enrollment Poverty Allocation	\$18,963.00	\$159,135.00	\$64,145.25	\$0.00	\$94,989.75	40.31
06700 - Federal Services - Federal Vocational and Applied Technology Education (Carl Perkins)	\$5,051.41	\$60,897.00	\$60,631.65	\$2,247.93	(\$1,982.58)	99.56
06925 - Federal Services - Title III ESSA - ELL	(\$488.96)	\$9,805.00	\$8,622.84	\$234.70	\$947.46	87.94
06988 - Expanded Learning Collaborative Afterschool - ARP ESSER III	\$169.59	\$102,930.00	\$70,681.81	\$12.99	\$32,235.20	68.67
06989 - Expanded Learning Collaborative Summer - ARP ESSER III	\$41,136.92	\$2,460.00	\$77,512.08	\$1,534.91	(\$76,586.99)	3,150.90
06992 - Federal Services - REAP	\$21,508.34	\$35,000.00	\$28,319.90	\$4,497.50	\$2,182.60	80.91
06998 - Emergency Relief - ESSER III	\$5,272.30	\$63,492.00	\$61,085.00	\$0.00	\$2,407.00	96.21
08000 - Transfers (Outgoing)	\$0.00	\$110,000.00	\$120,000.00	\$0.00	(\$10,000.00)	109.09
General Fund Grand Total	\$740,904.66	\$9,527,308.00	\$8,053,905.82	\$106,880.36	\$1,366,521.82	85.66
Prior Year General Fund Grand Total	\$700,011.37	\$8,903,379.82	\$7,486,977.70	\$163,817.59	\$1,252,584.53	85.93

GENERAL FUND - #195103
TREASURER'S REPORT AS OF JULY 31, 2024

BALANCE AS OF JULY 1, 2024 **\$3,121,210.29**

REVENUE

Various Summer/Retiree Ins Prm Reimb.	4,654.74	
Don Kober Plaque Reimb	53.25	
Covenant Church - Van Rental	100.00	
Fischer Hill - Duplicate CC Charge	726.75	
Walmart Grant - Positivity Project	500.00	
SON - REAP Reimb	28,319.90	
Thurston County - Proceeds	260.64	
Dixon County - Proceeds	29,336.11	
Wayne County- Proceeds	12,680.10	
Bank - Interest	3,488.73	
TOTAL REVENUE		<u><u>\$80,120.22</u></u>

EXPENSES

July Payables	494,449.98	
July Payroll	251,889.42	
TOTAL EXPENDITURES		<u><u>\$746,339.40</u></u>

TOTAL **\$2,454,991.11**

GENERAL FUND AS OF JULY 31, 2024 **\$2,454,991.11**

**SPECIAL BUILDING FUND
TREASURER'S REPORT AS OF JULY 31, 2024**

BALANCE AS OF JULY 1, 2024 **\$929,753.68**

REVENUE

GiveCampus Online Donations	60.00	
Dixon County - Proceeds	1,714.33	
Thurston County - Proceeds	11.04	
Wayne County- Proceeds	582.14	
Bank - Interest	1,166.70	
TOTAL REVENUE		<u><u>\$3,534.21</u></u>

EXPENSES

TOTAL EXPENDITURES		<u><u>\$0.00</u></u>
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TOTAL		<u><u>\$933,287.89</u></u>
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SPECIAL BUILDING FUND AS OF JULY 31, 2024 **\$933,287.89**

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2024 to 07/31/2024.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
WCS	Wakefield Community School							
A	ATHLETICS							
	100		FOOTBALL	3,168.51	0.00	0.00	0.00	3,168.51
	110		VOLLEYBALL	442.93	1,000.00	20.00	0.00	1,422.93
	125		BOYS BASKETBALL	3,103.63	0.00	0.00	0.00	3,103.63
	130		GIRLS BASKETBALL	1,821.70	0.00	0.00	0.00	1,821.70
	145		TRACK	568.00	0.00	0.00	0.00	568.00
	160		NEW UNIFORMS	-4,055.90	0.00	0.00	0.00	-4,055.90
	170		WRESTLING	1,630.44	0.00	0.00	0.00	1,630.44
	175		GEN ATHLETICS	-21,237.20	390.10	5,085.56	0.00	-25,932.66
	580		GOLF	500.00	0.00	0.00	0.00	500.00
	GIRLSW		GIRLS WRESTLING	204.52	0.00	0.00	0.00	204.52
			A Totals:	-13,853.37	1,390.10	5,105.56	0.00	-17,568.83
B	CLASSES							
	215		CLASS OF 2024	0.00	0.00	0.00	0.00	0.00
	216		CLASS OF 2025	2,160.28	0.00	0.00	0.00	2,160.28
	582		CLASS OF 2026	1,317.32	0.00	0.00	0.00	1,317.32
	584		CLASS OF 2027	675.45	0.00	0.00	0.00	675.45
	CLASS28		Class of 2028	100.98	0.00	0.00	0.00	100.98
	CLASS29		Class of 2029	109.96	0.00	0.00	0.00	109.96
			B Totals:	4,363.99	0.00	0.00	0.00	4,363.99

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2024 to 07/31/2024.

Site ID	Site Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Group ID	Group Name					
Activity ID	Activity Name					
C	ORGANIZATIONS					
301	POWER DRIVE	0.00	0.00	0.00	0.00	0.00
302	FFA	0.00	0.00	0.00	0.00	0.00
303	SPEECH	1,648.52	0.00	0.00	0.00	1,648.52
305	DISTRICT 7 FCCLA	6,011.64	0.00	0.00	0.00	6,011.64
306	MUSIC BOOSTERS	0.00	0.00	0.00	0.00	0.00
310	NATIONAL HONOR SOCIETY	2,851.07	0.00	0.00	0.00	2,851.07
315	FBLA	7,875.69	0.00	347.68	0.00	7,528.01
320	ANNUAL	2,347.82	0.00	0.00	0.00	2,347.82
330	FCCLA	1,987.23	0.00	24.33	0.00	1,962.90
335	STUCO	2,649.95	0.00	0.00	0.00	2,649.95
345	ONE ACT	524.00	0.00	0.00	0.00	524.00
346	ART CLUB	439.85	0.00	206.15	0.00	233.70
355	TROJAN ZONE	10,035.93	568.00	162.92	0.00	10,441.01
385	LIBRARY	1,917.85	0.00	0.00	0.00	1,917.85
395	HOMECOMING	0.00	0.00	0.00	0.00	0.00
401	CHEER SQUAD	0.00	0.00	0.00	0.00	0.00
501	COLOR GUARD	342.46	0.00	0.00	0.00	342.46
553	ELEMENTARY STUCO	385.02	0.00	0.00	0.00	385.02
578	SKILLS USA	-3,206.12	2,473.31	1,679.04	0.00	-2,411.85
581	FCA	674.94	0.00	0.00	0.00	674.94
CHEER	CHEER GROUP	1,882.11	115.00	60.13	0.00	1,936.98
EDURIS	EDUCATORS RISING	1,617.61	2,573.31	843.14	0.00	3,347.78
OWORLDC	ONE WORLD CLUB	2,202.20	0.00	0.00	0.00	2,202.20
SNACK	SNACK SHACK	750.00	0.00	0.00	0.00	750.00
	C Totals:	42,937.77	5,729.62	3,323.39	0.00	45,344.00
D	CONCESSIONS					
400	CONCESSIONS	691.65	0.00	0.00	0.00	691.65
	D Totals:	691.65	0.00	0.00	0.00	691.65

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2024 to 07/31/2024.

Site ID	Site Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Group ID	Group Name					
Activity ID	Activity Name					
E	MISC					
190	ACTIVITY PASSES	0.00	175.00	0.00	0.00	175.00
350	SCHOLARSHIPS	0.00	0.00	0.00	0.00	0.00
390	STUDENT ASSISTANCE	3,472.28	0.00	115.00	0.00	3,357.28
503	LOUNGE	-1,081.92	0.00	0.00	0.00	-1,081.92
505	CHECKING INTEREST	923.29	17.37	0.00	0.00	940.66
510	CD Plus Interest	2,701.60	0.00	0.00	0.00	2,701.60
520	ELEMENTARY	3,488.35	0.00	0.00	0.00	3,488.35
540	POP FUND	5,742.03	14.40	0.00	0.00	5,756.43
550	STUDENT FEES	0.00	0.00	0.00	0.00	0.00
555	WAKEFIELD PLAYGROUND FUND	0.00	0.00	0.00	0.00	0.00
560	MEMORIALS	200.00	0.00	0.00	0.00	200.00
576	PE UNIFORMS	0.00	0.00	0.00	0.00	0.00
577	STATE TOURNAMENTS	-30,931.83	293.55	0.00	0.00	-30,638.28
901	D-Day Band Trip	396.43	0.00	0.00	0.00	396.43
903	MUSIC TOUR	-3,222.68	0.00	0.00	0.00	-3,222.68
BETTERB	BETTER BLENDED	3,564.12	0.00	0.00	0.00	3,564.12
E Totals:		-14,748.33	500.32	115.00	0.00	-14,363.01

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 07/01/2024 to 07/31/2024.

Site ID	Site Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Group ID	Group Name					
	Activity ID Activity Name					
Z	Inactive					
	105 JH FOOTBALL	0.00	0.00	0.00	0.00	0.00
	115 JH VOLLEYBALL	0.00	0.00	0.00	0.00	0.00
	120 GIRLS GOLF	0.00	0.00	0.00	0.00	0.00
	135 JH BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00
	140 JH GIRLS BASKETBALL	0.00	0.00	0.00	0.00	0.00
	150 JH TRACK	0.00	0.00	0.00	0.00	0.00
	155 BOYS GOLF	0.00	0.00	0.00	0.00	0.00
	180 JH WRESTLING	0.00	0.00	0.00	0.00	0.00
	200 CLASS OF 2019	0.00	0.00	0.00	0.00	0.00
	205 CLASS OF 2020	0.00	0.00	0.00	0.00	0.00
	210 CLASS OF 2021	0.00	0.00	0.00	0.00	0.00
	211 CLASS OF 2022	0.00	0.00	0.00	0.00	0.00
	212 CLASS OF 2023	0.00	0.00	0.00	0.00	0.00
	220 CLASS OF 2006	0.00	0.00	0.00	0.00	0.00
	226 CLASS OF 2008	0.00	0.00	0.00	0.00	0.00
	227 CLASS OF 2009	0.00	0.00	0.00	0.00	0.00
	228 CLASS OF 2010	0.00	0.00	0.00	0.00	0.00
	229 CLASS OF 2011	0.00	0.00	0.00	0.00	0.00
	230 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00
	231 CLASS OF 2013	0.00	0.00	0.00	0.00	0.00
	232 CLASS OF 2014	0.00	0.00	0.00	0.00	0.00
	233 CLASS OF 2015	0.00	0.00	0.00	0.00	0.00
	234 CLASS OF 2016	0.00	0.00	0.00	0.00	0.00
	235 CLASS OF 2017	0.00	0.00	0.00	0.00	0.00
	236 CLASS OF 2018	0.00	0.00	0.00	0.00	0.00
	300 VOCAL/INSTRUMENTAL CONTESTS	0.00	0.00	0.00	0.00	0.00
	325 TOTAD	0.00	0.00	0.00	0.00	0.00
	340 SPEECH & DRAMA	0.00	0.00	0.00	0.00	0.00
	360 CINCO DE MAYO	0.00	0.00	0.00	0.00	0.00
	365 VICA	0.00	0.00	0.00	0.00	0.00
	370 EMBROIDERY	0.00	0.00	0.00	0.00	0.00
	405 CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
	502 YOUTH FOUNDATION	0.00	0.00	0.00	0.00	0.00
	551 5TH BUSINESS FAIR	0.00	0.00	0.00	0.00	0.00
	552 TITLE I CARNIVAL	0.00	0.00	0.00	0.00	0.00
	575 WAKEFIELD VB	0.00	0.00	0.00	0.00	0.00
	579 STUDENTS TRACK ACCOUNT	0.00	0.00	0.00	0.00	0.00
	583 CLASS OF 2007	0.00	0.00	0.00	0.00	0.00
	902 EDUCATION CLUB	0.00	0.00	0.00	0.00	0.00
	Z Totals:	0.00	0.00	0.00	0.00	0.00

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.

From 07/01/2024 to 07/31/2024.

Site ID	Site Name					
Group ID	Group Name					
Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance

	WCS Activity Totals:	19,391.71	7,620.04	8,543.95	0.00	18,467.80
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	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
WCS Checking:	19,391.71	0.00	7,620.04	8,543.95	0.00	18,467.80
WCS Investment:	0.00	0.00			0.00	0.00
WCS Bank Balances:	19,391.71		7,620.04	8,543.95	0.00	18,467.80

	Report Activity Totals:	19,391.71	7,620.04	8,543.95	0.00	18,467.80
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Receipt History

Detail report. Sorted by Site, Receipt Number.
From 07/01/2024 to 07/31/2024.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Receipt Description	Amount	Sales Tax	Amount
Activity ID	Activity Name		Fee Name & Student ID				Amount	Tax Amount	Amount
	Tax Name		Tax Activity				Tax Rate %	Tax Amount	
WCS Wakefield Community School									
001623	07/12/2024			054171	Wakefield General Funds	Spring Sprint T-shirts			
355	TROJAN ZONE						568.00	0.00	568.00
									568.00
001624	07/12/2024			054173	Wakefield General Funds	Nations Skills Lodging-Tietmeyer			
175	GEN ATHLETICS						390.10	0.00	390.10
									390.10
001625	07/15/2024				Firework Stand 2024	Firework Stand 2024			
EDURIS	EDUCATORS RISING						2,573.31	0.00	2,573.31
578	SKILLS USA						2,423.31	0.00	2,423.31
									4,996.62
001626	07/15/2024			3627	Pat Lunz	Donation			
578	SKILLS USA						50.00	0.00	50.00
									50.00
001627	07/15/2024			1044	Wakefield Home and Closet	Donation-Volleyball Warm ups			
110	VOLLEYBALL						1,000.00	0.00	1,000.00
									1,000.00
001628	07/16/2024				First Choice Vending	First Choice Vending-ACH			
540	POP FUND						14.40	0.00	14.40
									14.40
001629	07/17/2024				Yesenia-Cash	Cheer Fundraiser-Summer			
CHEER	CHEER GROUP						115.00	0.00	115.00
									115.00
001630	07/25/2024			53973	NSAA	NSAA Track Reimbursement			
577	STATE TOURNAMENTS						293.55	0.00	293.55
									293.55
001631	07/31/2024				Casey Nelson	Activity Family Pass			
190	ACTIVITY PASSES						175.00	0.00	175.00
									175.00
001633	07/31/2024				Bank Interest	INTEREST			
505	CHECKING INTEREST						17.37	0.00	17.37
									17.37
									7,620.04
									Report Total
									7,620.04

Check Summary

Sorted by Activity ID, Site ID.
From 07/01/2024 to 07/31/2024.

Activity ID Site ID			Activity Name Site Name				Amount
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	
110			VOLLEYBALL				
WCS			Wakefield Community School				
012452	Printed	07/17/2024	Pender High School			Summer Volleyball League	20.00
						Total:	\$ 20.00
175			GEN ATHLETICS				
WCS			Wakefield Community School				
012447	Printed	07/09/2024	rSchoolToday	101458		Activity Scheduler-Renewal 2024/25	300.00
012449	Cleared	07/09/2024	SKILLSUSA	NLC-24-1036		Skills Nationals Lodging	1,173.48
012450	Cleared	07/09/2024	Nebraska School Activities Association			NSAA Membership 2024/25	1,360.00
012451	Cleared	07/09/2024	Impact Applications INC			200 Baselines Tests	520.00
012456	Cleared	07/24/2024	VISA	7/03/24		Omaha Eppley Airfield	1,632.08
012458	Printed	07/31/2024	NSESA			2024/25 NSESA Membership Dues	100.00
						Total:	\$ 5,085.56
315			FBLA				
WCS			Wakefield Community School				
012456	Cleared	07/24/2024	VISA	7/03/24		Omaha Eppley Airfield	347.68
						Total:	\$ 347.68
330			FCCLA				
WCS			Wakefield Community School				
012456	Cleared	07/24/2024	VISA	7/03/24		Omaha Eppley Airfield	24.33
						Total:	\$ 24.33
346			ART CLUB				
WCS			Wakefield Community School				
012455	Cleared	07/24/2024	Miller Building Supply	28885		Sheet Acrylic	206.15
						Total:	\$ 206.15
355			TROJAN ZONE				
WCS			Wakefield Community School				
012454	Printed	07/24/2024	Timarie Hansen			Summer Camp Items for Trojan Zone	162.92
						Total:	\$ 162.92
390			STUDENT ASSISTANCE				
WCS			Wakefield Community School				
012457	Printed	07/31/2024	Wakefield Dental Practice	RY0008		Landon Ryion	115.00
						Total:	\$ 115.00

Check Summary

Sorted by Activity ID, Site ID.
From 07/01/2024 to 07/31/2024.

Activity ID Site ID			Activity Name Site Name				Amount
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	
578			SKILLS USA				
WCS			Wakefield Community School				
012449	Cleared	07/09/2024	SKILLSUSA		NLC-24-1036	Skills Nationals Lodging	391.62
012453	Cleared	07/19/2024	Independence Pyro Co			Fireworks Fundraising	843.14
012456	Cleared	07/24/2024	VISA		7/03/24	Omaha Eppley Airfield	444.28
Total:							\$ 1,679.04
CHEER			CHEER GROUP				
WCS			Wakefield Community School				
012446	Cleared	07/09/2024	Amazon		1RJH-TXLY- p4PJ	Cheer-Medals and Running Bibs	60.13
Total:							\$ 60.13
EDURIS			EDUCATORS RISING				
WCS			Wakefield Community School				
012453	Cleared	07/19/2024	Independence Pyro Co			Fireworks Fundraising	843.14
Total:							\$ 843.14
Report Total :							8,543.95

Wakefield Community School

Check Payments By Fund Report

Accounting Cycle: FY23-24; Begin Date: 08/13/2024; End Date: 08/13/2024; Display Element Description: BUILDING; Check Type: Warrants; Sort By Element: FUND; Account Expression: [All]; Created On: 8/13/2024 9:59:20 AM

Sorted By	Value	Description		
FUND	01	General Fund		
Check Number	Check Date	Payee	Reason	Amount
	7/19/2024	Century Link	Phone Service	\$395.59
	7/19/2024	Century Link	BB Phone/Internet Svc	\$117.26
		Century Link Total		\$512.85
	7/19/2024	VISA	Airport Parking	\$21.72
	7/19/2024	VISA	National FCCLA Baggage Fee	\$35.00
	7/19/2024	VISA	Omaha Airport Parking	\$124.50
	7/19/2024	VISA	Restorative Practices Meal - El Potrero	\$85.20
	7/19/2024	VISA	Restorative Practices Meal - Fleetwood	\$95.68
	7/19/2024	VISA	Restorative Practices Meal - Lazlo's	\$118.16
	7/19/2024	VISA	Restorative Practices Meal - Leadbelly	\$83.91
	7/19/2024	VISA	Restorative Practices Meal - Single Barrel	\$65.56
	7/19/2024	VISA	Restorative Practices Meal - The Mill	\$51.90
	7/19/2024	VISA	Restorative Practices Parking	\$92.00
	7/19/2024	VISA	Milan Brush Holder	\$6.00
	7/19/2024	VISA	Overpayment Correction	(\$213.83)
	7/19/2024	VISA	Mirror on America: Essays and Images from Popular Culture	\$202.24
	7/19/2024	VISA	Digital E Magazine	\$12.00
	7/19/2024	VISA	Curver Jute Basket Small, Resin Plastic Storage Bin, Denim Blue, 4 Pack	\$57.57
	7/19/2024	VISA	Curver Jute Small Long Half Bin, Resin Plastic Storage Basket, Aqua Slate, 4 Pack	\$38.38
	7/19/2024	VISA	Shipping	\$0.01
	7/19/2024	VISA	Nurse Conf Meal	\$9.28
	7/19/2024	VISA	Nurse Conf Meal - Joy's Table	\$53.40
	7/19/2024	VISA	Conf Meeting	\$62.97
	7/19/2024	VISA	Tri-State Regional SPED Law Conf	\$255.00
	7/19/2024	VISA	Post Office Box Rental	\$266.00
	7/19/2024	VISA	Postage	\$8.26
	7/19/2024	VISA	Van Fuel	\$80.13
	7/19/2024	VISA	Bank Account Math: Life Skills Math Series	\$11.99
	7/19/2024	VISA	Budget Math: Life Skills Math Series	\$11.99
	7/19/2024	VISA	Checkbook Math: Life Skills Math Series	\$9.99
	7/19/2024	VISA	Comprehension Collection (Gr. 6)	\$9.99
	7/19/2024	VISA	Comprehension Collection (Gr.5)	\$9.99
	7/19/2024	VISA	Credit Card math: Life Skills Math Series	\$11.99
	7/19/2024	VISA	Practical Practice Reading: Online Shopping	\$10.99
	7/19/2024	VISA	Schedules, Directories & Guides: Practical Practice Reading & Life Skills Activities	\$10.99
	7/19/2024	VISA	Skills-By-Skill Comprehension Practice (Rdg, Lvl 3-5)	\$13.99
	7/19/2024	VISA	Independent Living: Getting A Place to Live	\$11.99
	7/19/2024	VISA	Independent Living: Getting Around	\$11.99
	7/19/2024	VISA	Independent Living: Living on your Own	\$11.99

Check Number	Check Date	Payee	Reason	Amount
	7/19/2024	VISA	Independent Living: Preparing For a Job	\$11.99
	7/19/2024	VISA	Independent Living: Understanding The Workplace	\$11.99
	7/19/2024	VISA	Labels & Packaging: Practical Practice Reading & Life Skills - Activities	\$10.99
	7/19/2024	VISA	Critical Thinking Skills: Analysis	\$9.99
	7/19/2024	VISA	Critical Thinking Skills: Finding Facts	\$9.99
	7/19/2024	VISA	Critical Thinking Skills: Sequence	\$9.99
	7/19/2024	VISA	Feal-World Skills: Your First Job	\$11.99
	7/19/2024	VISA	Filling Out Forms: Practical Practice Reading & Life Skills Activities	\$10.99
	7/19/2024	VISA	Independent Living: Getting A Job	\$11.99
	7/19/2024	VISA	Field Trip	\$361.37
		VISA Total		\$2,210.20
54181	8/13/2024	A to Z Designs, LLC	Entrepreneurship Presentation	\$500.00
54181	8/13/2024	A to Z Designs, LLC	Summer School Shirts	\$1,168.00
54181	8/13/2024	A to Z Designs, LLC	Water Bottles	\$250.00
		A to Z Designs, LLC Total		\$1,918.00
	8/13/2024	Amazon	Document Envelopes	\$98.05
	8/13/2024	Amazon	EXPO Dry Erase Markers, Chisel Tip, Black, Low-Odor, Pack of 36, Perfect for Whiteboards, Non-Porous Surfaces & Home Offices	\$19.45
	8/13/2024	Amazon	EXPO Fine Tip Dry Erase Markers, White Board Markers Dry Erase, Low Odor, Black, 36-Count	\$76.00
	8/13/2024	Amazon	EXPO Low Odor Dry Erase Markers, Chisel Tip, Assorted Colors, 12 Count	\$40.37
	8/13/2024	Amazon	EXPO Low Odor Dry Erase Markers, Chisel Tip, Assorted, 36 Count	\$58.20
	8/13/2024	Amazon	EXPO Low Odor Dry Erase Markers, Chisel Tip, Black, Convenient Bulk Pack of 216 Count, Ideal for Home, Classroom, and Office Use	\$26.84
	8/13/2024	Amazon	Printable Business Cards	\$59.54
	8/13/2024	Amazon	EXPO Dry Erase Markers, Chisel Tip, Black, Low-Odor, Pack of 36, Perfect for Whiteboards, Non-Porous Surfaces & Home Offices	\$58.35
	8/13/2024	Amazon	EXPO Fine Tip Dry Erase Markers, White Board Markers Dry Erase, Low Odor, Black, 36-Count	\$228.00
	8/13/2024	Amazon	EXPO Low Odor Dry Erase Markers, Chisel Tip, Assorted Colors, 12 Count	\$121.09
	8/13/2024	Amazon	EXPO Low Odor Dry Erase Markers, Chisel Tip, Assorted, 36 Count	\$174.60
	8/13/2024	Amazon	EXPO Low Odor Dry Erase Markers, Chisel Tip, Black, Convenient Bulk Pack of 216 Count, Ideal for Home, Classroom, and Office Use	\$80.52
	8/13/2024	Amazon	Laminate Refill Cartridge	\$311.64
	8/13/2024	Amazon	Nuova Premium Thermal Laminating Pouches, 9" x 11.5"/Letter Size/3 mil, 200 Pack (LP200H)	\$1,659.00
	8/13/2024	Amazon	Shipping	\$22.99
	8/13/2024	Amazon	TROFAST Storage combination with boxes, white/white 39x17 3/8x22	\$196.35
	8/13/2024	Amazon	Don't Squeal Unless It's a Big Deal: A Tale of Tattletales	\$9.02
	8/13/2024	Amazon	Shipping	\$6.99
	8/13/2024	Amazon	STOP and Read This Book: A Sensory Grounding Brain Break Disguised as a Book	\$10.99
	8/13/2024	Amazon	TOYMATE Toy Organizers and Storage, 5-Section Kids Bookshelf for Organizing Books Toys, School Classroom Wooden Storage Cabinet for Children's Room, Playroom, Nursery	\$174.42
	8/13/2024	Amazon	Americo Ecoprep Epp Specialty Pads	\$139.49

Check Number	Check Date	Payee	Reason	Amount
	8/13/2024	Amazon	Fuel Filter	\$15.96
	8/13/2024	Amazon	Discount	(\$2.64)
	8/13/2024	Amazon	Greenvelly Steel SnapIt Storage Cabinet 72" Locking Metal Garage Storage Cabinet with 4 Adjustable Shelves, 2 Doors and Lock for File, Office, Garage, Home (Black)	\$118.88
	8/13/2024	Amazon	KUYOTQ Kids Toddler Size 4 Basketball 25.5" Thickened Rubber Small Basketball Soft Touch in & Outdoor Mini Basketball for Boys Girls Age 4-8 Basketball Gifts (Deflated,Red White Blue)	\$186.90
	8/13/2024	Amazon	Shipping	\$6.80
	8/13/2024	Amazon	AeeKoo XLR Cables 50ft 2 Pack, Premium Heavy Duty Microphone Cable with Gold-Plated 3-Pin Balanced XLR Male to Female Mic Speaker Cable Mic Cord for Speaker Systems Mixer Radio Station - 50 Feet	\$35.14
	8/13/2024	Amazon	Discount	(\$22.68)
	8/13/2024	Amazon	GVM 1500D RGB LED Video Light, 75W Video Lighting Kit with Bluetooth Control, 2 Packs Led Panel Light for Photography, YouTube Studio, Video Shooting, Conference, 1128 Led Beads	\$488.99
	8/13/2024	Amazon	Hollyland Lark Max Wireless Lavalier Microphone System with Professional ENC, Studio Quality Audio, 22H Duration, 820ft(250m) Range, Compatible with DSLR Camera, iPhone, Android, PC-Black	\$247.00
	8/13/2024	Amazon	HOOH XLR Cables 25Fts 4 Pack XLR Cables, XLR Microphone Cable, 3-pin XLR Speaker Cable Male to Female Balanced Mic Cable	\$41.99
	8/13/2024	Amazon	NEEWER 501PL Tripod Fluid Head Quick Release Plate Compatible with Manfrotto MVH500AH MVH502AH, Camera Mounting Plate with 1/4" and 3/8" Screws, Anti Off Pin for GM001 GM002 GM006 Fluid Heads, QR5	\$16.53
	8/13/2024	Amazon	NEEWER 79"/200cm Video Tripod, Heavy Duty Aluminum Alloy Camera Tripod Stand with 360° Fluid Drag Head, QR Plate Compatible with Canon Nikon Sony and Other DSLR Camera Camcorder, Load Up to 17.6lb/8kg	\$109.99
	8/13/2024	Amazon	NEEWER Teleprompter X17 II with RT113 Remote/APP Control, 17" HD Beamsplitter All Metal Frame Upgraded Camera Mount QR Plate Compatible with Manfrotto 501PL iPad iPhone, Max Load 44.1lb, Assembly Free	\$288.99
	8/13/2024	Amazon	Shipping	\$58.51
		Amazon Total		\$5,162.26
54182	8/13/2024	Appearra	Aprons, Mops & Towels	\$136.70
54182	8/13/2024	Appearra	Mops, Towels & Uniforms	\$286.06
54182	8/13/2024	Appearra	BB Towels & Uniforms	\$49.44
54182	8/13/2024	Appearra	BB Towels & Uniforms	\$16.45
54182	8/13/2024	Appearra	BB Towels & Uniforms	\$49.41
54182	8/13/2024	Appearra	BB Towels & Uniforms	\$16.44
		Appearra Total		\$554.50
54183	8/13/2024	ATC Group Services LLC	3 Year Asbestos Reinspection	\$630.00
		ATC Group Services LLC Total		\$630.00
54184	8/13/2024	B and K Adaptive Products	Custom Built Walk up height changing table	\$1,180.00
54184	8/13/2024	B and K Adaptive Products	Zing size one Stander, supine/prone option	\$1,500.00
		B and K Adaptive Products Total		\$2,680.00
54185	8/13/2024	Bevelhymer Construction, LLC	Concrete Pad	\$5,992.00

Check Number	Check Date	Payee	Reason	Amount
		Bevelhymmer Construction, LLC Total		\$5,992.00
54186	8/13/2024	Brenn, Matthew P	Cell Phone Stipend	\$240.00
		Brenn, Matthew P Total		\$240.00
54187	8/13/2024	Brown, Heidi M	Coach of the Year Super Clinic Registration	\$119.00
		Brown, Heidi M Total		\$119.00
54188	8/13/2024	Bullseye Fire Sprinklers Inc	5 Year Internal Pipe Inspection	\$489.55
		Bullseye Fire Sprinklers Inc Total		\$489.55
	8/13/2024	Cash-Wa Distributing	Food/Supplies	\$655.83
		Cash-Wa Distributing Total		\$655.83
54189	8/13/2024	City of Wakefield	BB Utilities	\$37.50
54189	8/13/2024	City of Wakefield	Utilities	\$138.50
54189	8/13/2024	City of Wakefield	BB Utilities	\$158.67
54189	8/13/2024	City of Wakefield	PF Utilities	\$19.58
54189	8/13/2024	City of Wakefield	Stadium Utilities	\$18.49
54189	8/13/2024	City of Wakefield	Utilities	\$3,948.45
54189	8/13/2024	City of Wakefield	Pool Rental - Summer School Party	\$90.00
		City of Wakefield Total		\$4,411.19
54190	8/13/2024	Crazy Jacks	Entrepreneurship Presentation	\$500.00
		Crazy Jacks Total		\$500.00
54191	8/13/2024	Cubby's Inc.	DE Fuel	\$226.76
54191	8/13/2024	Cubby's Inc.	Bus Diesel	\$107.15
54191	8/13/2024	Cubby's Inc.	Gator Fuel	\$32.47
54191	8/13/2024	Cubby's Inc.	Mower Diesel	\$30.13
54191	8/13/2024	Cubby's Inc.	Mower Fuel	\$119.05
54191	8/13/2024	Cubby's Inc.	Skidloader Fuel	\$32.30
54191	8/13/2024	Cubby's Inc.	Van Fuel	\$26.55
54191	8/13/2024	Cubby's Inc.	Bus Diesel	\$311.72
54191	8/13/2024	Cubby's Inc.	Suburban Fuel	\$95.53
54191	8/13/2024	Cubby's Inc.	Van Fuel	\$142.75
		Cubby's Inc. Total		\$1,124.41
54192	8/13/2024	CW Suter Services	Drain Repair	\$1,225.00
54192	8/13/2024	CW Suter Services	Floor Drain Repair	\$3,920.92
		CW Suter Services Total		\$5,145.92
54193	8/13/2024	Egan Supply Co.	Gym Floor Graphics	\$10,941.18
54193	8/13/2024	Egan Supply Co.	Supplies	\$728.54
		Egan Supply Co. Total		\$11,669.72
54194	8/13/2024	Ekberg Auto Parts, Inc.	Box Fan	\$17.47
54194	8/13/2024	Ekberg Auto Parts, Inc.	Football Field Vacuum	\$35.48
54194	8/13/2024	Ekberg Auto Parts, Inc.	Heat Shrink Tubing, Bolts, Miniatures	\$21.97
54194	8/13/2024	Ekberg Auto Parts, Inc.	Washer/Hose	\$31.44
54194	8/13/2024	Ekberg Auto Parts, Inc.	Adapter	\$3.29
54194	8/13/2024	Ekberg Auto Parts, Inc.	Car Wash/Mitt	\$16.98
54194	8/13/2024	Ekberg Auto Parts, Inc.	Masking Tape	\$47.97
54194	8/13/2024	Ekberg Auto Parts, Inc.	Supplies	\$3.69
		Ekberg Auto Parts, Inc. Total		\$178.29
54195	8/13/2024	Ernesto Medina	Summer School Presentation	\$100.00
54195	8/13/2024	Ernesto Medina	Engines	\$52.00
54195	8/13/2024	Ernesto Medina	Rockets	\$325.00
		Ernesto Medina Total		\$477.00

Check Number	Check Date	Payee	Reason	Amount
54196	8/13/2024	Essential Screens	Background Check	\$28.90
		Essential Screens Total		\$28.90
54197	8/13/2024	Farup, Matthew C	2024-25 Cell Phone Stipend	\$1,200.00
54197	8/13/2024	Farup, Matthew C	Physical Cost Reimb	\$500.00
		Farup, Matthew C Total		\$1,700.00
54198	8/13/2024	Fire Protection Services, LLC	Annual Fire Extinguisher Inspection	\$1,343.00
		Fire Protection Services, LLC Total		\$1,343.00
54199	8/13/2024	Grossenburg Implement, Inc	Filters	\$253.01
		Grossenburg Implement, Inc Total		\$253.01
54200	8/13/2024	Hobart Sales And Service	Oven Repair	\$233.00
		Hobart Sales And Service Total		\$233.00
54201	8/13/2024	Imagine Learning	Online Spanish	\$6,875.00
		Imagine Learning Total		\$6,875.00
54202	8/13/2024	Inland Truck Parts Co.	Bus Repair	\$1,624.53
		Inland Truck Parts Co. Total		\$1,624.53
54203	8/13/2024	J.W. Pepper & Son, Inc	A Farewell	\$10.60
54203	8/13/2024	J.W. Pepper & Son, Inc	Don't Rain on My Parade	\$3.70
54203	8/13/2024	J.W. Pepper & Son, Inc	Heartland	\$8.40
54203	8/13/2024	J.W. Pepper & Son, Inc	May the Road Rise to Meet You	\$29.50
54203	8/13/2024	J.W. Pepper & Son, Inc	She Used to Be Mine	\$9.98
54203	8/13/2024	J.W. Pepper & Son, Inc	Shipping	\$18.98
54203	8/13/2024	J.W. Pepper & Son, Inc	There is music in my cart in J.W. Pepper website for district music solos.	\$29.49
54203	8/13/2024	J.W. Pepper & Son, Inc	There Was Time/Riversong	\$58.05
54203	8/13/2024	J.W. Pepper & Son, Inc	This is copies and shipping for one of the songs we will be singing for district music.	\$35.99
54203	8/13/2024	J.W. Pepper & Son, Inc	Vocal Music	\$8.20
54203	8/13/2024	J.W. Pepper & Son, Inc	Wellerman SATB- Music we will need for performing at districts.	\$60.00
54203	8/13/2024	J.W. Pepper & Son, Inc	Alden Bridge Score	\$15.00
54203	8/13/2024	J.W. Pepper & Son, Inc	Awesome Sauce additional judges scores	\$16.00
54203	8/13/2024	J.W. Pepper & Son, Inc	Awesome Sauce Band Arrangement	\$55.00
54203	8/13/2024	J.W. Pepper & Son, Inc	Brain Stew - JH	\$60.00
54203	8/13/2024	J.W. Pepper & Son, Inc	Classic Festival Solos - Trombone Solo	\$6.99
54203	8/13/2024	J.W. Pepper & Son, Inc	Credit Memo	(\$733.70)
54203	8/13/2024	J.W. Pepper & Son, Inc	Pomp & Circumstance	\$45.00
54203	8/13/2024	J.W. Pepper & Son, Inc	Shipping	\$5.99
54203	8/13/2024	J.W. Pepper & Son, Inc	Shipping & Handling	\$22.99
54203	8/13/2024	J.W. Pepper & Son, Inc	Donut Factory	\$55.00
54203	8/13/2024	J.W. Pepper & Son, Inc	Donut Factory judges scores	\$14.00
54203	8/13/2024	J.W. Pepper & Son, Inc	Frenzy	\$46.00
54203	8/13/2024	J.W. Pepper & Son, Inc	Frenzy judges scores	\$14.00
54203	8/13/2024	J.W. Pepper & Son, Inc	Judges copies for DMC (Solos/Small Groups)	\$24.97
54203	8/13/2024	J.W. Pepper & Son, Inc	Music from Aladdin - HS	\$86.30
		J.W. Pepper & Son, Inc Total		\$6.43
54204	8/13/2024	Jason Sears Flooring	Carpet Replacement	\$5,429.72
		Jason Sears Flooring Total		\$5,429.72
54205	8/13/2024	JourneyEd.com. Inc.	Adobe K-12 District Licenses Rnwl	\$500.00
		JourneyEd.com. Inc. Total		\$500.00
54206	8/13/2024	K-Log	5-Shelf Storage Cabinet w/ Recessed Handle 36 in. W x 18 in. D x 72 in. H- BLACK https://www.k-log.com/product-ecq-5r	\$708.00

Check Number	Check Date	Payee	Reason	Amount
54206	8/13/2024	K-Log	Bulletin Board 4x3 ft. - BLACK https://www.k-log.com/product-ghrr-a	\$129.00
54206	8/13/2024	K-Log	Bulletin Boards 5x4 ft. - BLACK https://www.k-log.com/product-ghrr-a	\$382.00
54206	8/13/2024	K-Log	Delta Prodigy Floor Table (top-laminate, edge-BLACK) - SpEd https://www.k-log.com/product-mad-l60dt-mb	\$728.00
54206	8/13/2024	K-Log	EconoLine School Activity Table - Horseshoe - 66"W (top-GRAY GRANITE, edge- BLACK) 1- EL 1- SpEd https://www.k-log.com/product-coea-66h	\$828.00
54206	8/13/2024	K-Log	Nomad Carrel (DARK GREY) - SpEd https://www.k-log.com/product-srtw-1	\$874.00
54206	8/13/2024	K-Log	On-The-Go Portable Desk (BLACK) - SpEd https://www.k-log.com/checkout/cart/configure/id/20358/product_id/52162/	\$550.00
54206	8/13/2024	K-Log	Open-Tote Storage (top- KENSINGTON MAPLE, edge-WARM GREY, base- BLACK) - SpEd https://www.k-log.com/product-ru-242tn	\$1,293.00
54206	8/13/2024	K-Log	Privy Two Drawer Combo File - BLACK https://www.k-log.com/product-hise-60cf2	\$1,148.00
54206	8/13/2024	K-Log	Quip Adult Floor Chairs (WHITE base, Grey cushion) - SpEd https://www.k-log.com/product-wrg-ac	\$750.00
54206	8/13/2024	K-Log	Roost Stool - COOL GREY - SpEd https://www.k-log.com/product-mhg-rs	\$476.00
54206	8/13/2024	K-Log	Shipping	\$2,862.15
54206	8/13/2024	K-Log	Swivel Ball Chair - BLACK - SpEd https://www.k-log.com/product-rmc-s	\$548.00
54206	8/13/2024	K-Log	Zuma Healthy Movement Floor Rocker (GRAPHITE) - SpEd - Logan is giving me 3 other chairs https://www.k-log.com/product-vrk-z18	\$176.00
K-Log Total				\$11,452.15
54207	8/13/2024	KSB School Law, PC LLO	Legal Services	\$1,622.00
KSB School Law, PC LLO Total				\$1,622.00
54208	8/13/2024	Lazy Acres Decor	Entrepreneurship Presentation	\$500.00
54208	8/13/2024	Lazy Acres Decor	Summer School Designs	\$1,625.00
Lazy Acres Decor Total				\$2,125.00
54209	8/13/2024	Little Red Hen Theatre	Summer School Theatre Tour/Presentation	\$300.00
Little Red Hen Theatre Total				\$300.00
54210	8/13/2024	Matheson Tri-Gas Inc	Welder Repair	\$67.50
54210	8/13/2024	Matheson Tri-Gas Inc	ITE Gases	\$634.88
Matheson Tri-Gas Inc Total				\$702.38
54211	8/13/2024	Midwest Music Center	Stadium Sound System	\$793.50
Midwest Music Center Total				\$793.50
54212	8/13/2024	Mighty Ducts	Exhaust Cleaning	\$950.00
Mighty Ducts Total				\$950.00
54213	8/13/2024	Miller Building Supply	Caulk Gun, Sealant	\$37.45
54213	8/13/2024	Miller Building Supply	Fluor Bulb	\$8.99
54213	8/13/2024	Miller Building Supply	Supplies	\$88.17
54213	8/13/2024	Miller Building Supply	Supplies	\$69.61
Miller Building Supply Total				\$204.22
	8/13/2024	Mobile Modular	Modular Rental	\$15,675.00
Mobile Modular Total				\$15,675.00
54214	8/13/2024	National School Forms Inc	Absent-Tardy Slips (glued in pads of 250)	\$60.00
54214	8/13/2024	National School Forms Inc	Shipping	\$34.73
National School Forms Inc Total				\$94.73
54215	8/13/2024	Nebr Council Of School Adm	Admin Days Registration	\$225.00

Check Number	Check Date	Payee	Reason	Amount
54215	8/13/2024	Nebr Council Of School Adm	Admin Days Registration	\$225.00
54215	8/13/2024	Nebr Council Of School Adm	Admin Days Registration	\$225.00
		Nebr Council Of School Adm Total		\$675.00
54216	8/13/2024	Northeast Ne Insurance Agency	Treasurer Bond	\$175.00
		Northeast Ne Insurance Agency Total		\$175.00
54217	8/13/2024	Olson's Pest Technicians	Pest Control	\$120.00
		Olson's Pest Technicians Total		\$120.00
	8/13/2024	Pitney Bowes, Inc.	Postage Machine Lease	\$533.73
		Pitney Bowes, Inc. Total		\$533.73
54218	8/13/2024	Qualtrics	Data Dashboard Service 4/15/24-6/30/24	\$875.00
54218	8/13/2024	Qualtrics	Data Dashboard Service 7/1/24-6/30/25	\$3,500.00
		Qualtrics Total		\$4,375.00
54219	8/13/2024	Rasmussen Mechanical Service, Inc.	Kitchen HVAC Repair	\$436.25
		Rasmussen Mechanical Service, Inc. Total		\$436.25
54220	8/13/2024	RTI	Managed Print Agreement	\$982.90
54220	8/13/2024	RTI	Managed Print Agreement	\$982.90
54220	8/13/2024	RTI	Discount	(\$2,292.53)
54220	8/13/2024	RTI	HEWLETT PACKARD ENTERPRISE:Aruba 10G SFP+ to SFP+ 1M DAC Cable	\$312.80
54220	8/13/2024	RTI	HEWLETT PACKARD ENTERPRISE:Transceiver - 10Gbps - Gigabit Ethernet - Wired - SFP+ - 300M	\$2,220.12
54220	8/13/2024	RTI	HP ZBook Fury G10 16" Mobile Workstation - WUXGA - Intel Core i7 13th Gen i7-13700HX - 16 GB - 512 GB SSD - Intel WM790 Chip - 1920 x 1200 - Windows 11 Pro - NVIDIA RTX A1000 with 6 GB, Intel UHD Graphics - In-plane Switching (IPS) Technology - English Ke	\$4,861.47
54220	8/13/2024	RTI	TRIPP LITE:12U Wall Mount Rack Enclosure Server Cabinet Side Mount Wallmount	\$573.39
54220	8/13/2024	RTI	TRIPP LITE:6U Wall Mount Rack Enclosure Server Cabinet Switch Depth Deep	\$248.16
54220	8/13/2024	RTI	HP ProBook 450 G10 15.6" Notebook - Full HD - Intel Core i5 13th Gen i5- 1334U - 16 GB - 512 GB SSD - Pike Silver - Intel Chip - 1920 x 1080 - Windows 11 Pro - Intel Iris Xe Graphics - In-plane Switching (IPS) Technology - English (US) Keyboard - Front Ca	\$9,220.70
54220	8/13/2024	RTI	Discount	(\$4,668.11)
54220	8/13/2024	RTI	Engineering Services Remove and install (2) Network Racks Install and configure (4) HPE Aruba 48-port switches Technician Assist	\$3,147.00
54220	8/13/2024	RTI	Discount	(\$470.23)
54220	8/13/2024	RTI	HEWLETT PACKARD ENTERPRISE:Aruba Central 25xx/6100/8 to 12 port Switch Foundation 5 year Subscription E-STU	\$688.04
54220	8/13/2024	RTI	BICSI Certified Cat 6 data runs for an AP & new data jack location, up to Qty 2	\$729.80
54220	8/13/2024	RTI	Discount	(\$9,846.39)
54220	8/13/2024	RTI	HEWLETT PACKARD ENTERPRISE:HPE Aruba Networking CX 6100 Switch Series - 48x ports 10/100/1000BASE-T Class 4 PoE Ports Supports PoE Standards IEEE 802.3af, 802.3at - 1 Gbps: 1.9 Sec, 10 Gbps: 1.8 Sec - 100-127 VAC / 200-240 VAC - Max Power (w/o PoE): 49	\$14,407.36
		RTI Total		\$21,097.38
54221	8/13/2024	Scholastic Inc	Digital subscription for Junior Scholastic Magazine.	\$612.00
		Scholastic Inc Total		\$612.00
54222	8/13/2024	SchoolMate	Undated Daily Student Planners from SchoolMates in Kearney, NE (Metal Bound)	\$450.00

Check Number	Check Date	Payee	Reason	Amount
		SchoolMate Total		\$450.00
54223	8/13/2024	Sindelar, Darren K	Cell Phone Stipend	\$240.00
		Sindelar, Darren K Total		\$240.00
54224	8/13/2024	Staples - Business	Classroom Supplies	\$1,169.42
54224	8/13/2024	Staples - Business	Return	(\$30.99)
54224	8/13/2024	Staples - Business	Supplies	\$39.37
		Staples - Business Total		\$1,177.80
54225	8/13/2024	Teaching Strategies	GOLD Nebraska Bundle	\$632.50
		Teaching Strategies Total		\$632.50
54226	8/13/2024	The Positivity Project LLC	Training	\$5,000.00
		The Positivity Project LLC Total		\$5,000.00
54227	8/13/2024	The Quilt Shop	Entrepreneurship Presentation	\$500.00
		The Quilt Shop Total		\$500.00
54228	8/13/2024	Tietmeyer, William C	National Skills USA Conf Uber Reimb	\$98.46
		Tietmeyer, William C Total		\$98.46
54229	8/13/2024	Trojan Zone	Summer School Presentation	\$300.00
		Trojan Zone Total		\$300.00
54230	8/13/2024	Turnitin	Online Training Session	\$500.00
54230	8/13/2024	Turnitin	Implementation/Kick-off	\$250.00
54230	8/13/2024	Turnitin	Turnitin Feedback Studio	\$2,201.89
54230	8/13/2024	Turnitin	Turnitin Originality	\$457.14
		Turnitin Total		\$3,409.03
	8/13/2024	Verizon	Mobile Hot Spots	\$201.54
		Verizon Total		\$201.54
54231	8/13/2024	Vinny's Cafe	Entrepreneurship Presentation	\$500.00
		Vinny's Cafe Total		\$500.00
54232	8/13/2024	Wakefield Republican, The	Meeting Notice	\$11.45
54232	8/13/2024	Wakefield Republican, The	Meeting Proceedings	\$387.28
54232	8/13/2024	Wakefield Republican, The	Mtg Notice, Summer Menu	\$206.73
54232	8/13/2024	Wakefield Republican, The	Mtg Proceedings/Para Ad	\$253.64
54232	8/13/2024	Wakefield Republican, The	Mtg Proceedings/Para Ad	\$64.00
54232	8/13/2024	Wakefield Republican, The	Para Ad	\$64.00
		Wakefield Republican, The Total		\$987.10
54233	8/13/2024	Wakefield School Activities	Summer School Basketball Skills Presentation	\$400.00
54233	8/13/2024	Wakefield School Activities	Summer School Presentation - FBLA	\$300.00
54233	8/13/2024	Wakefield School Activities	Summer School Supplies - Better Blended	\$325.00
		Wakefield School Activities Total		\$1,025.00
54234	8/13/2024	Washington National Insurance Co	Summer Premium	\$60.90
		Washington National Insurance Co Total		\$60.90
54235	8/13/2024	Waste Connections of Nebraska Inc	Garbage Service	\$949.50
54235	8/13/2024	Waste Connections of Nebraska Inc	Rolloff Service	\$489.15
		Waste Connections of Nebraska Inc Total		\$1,438.65
54236	8/13/2024	Wayne Herald	Para Ad	\$318.00
		Wayne Herald Total		\$318.00
54237	8/13/2024	Winners' Circle	Engraving	\$9.79
		Winners' Circle Total		\$9.79
54238	8/13/2024	Y & Y Lawn Service	Lawn Spraying	\$2,595.00
		Y & Y Lawn Service Total		\$2,595.00

Check Number	Check Date	Payee	Reason	Amount
54239	8/13/2024	Zach, Angela C	Cell Phone Stipend	\$240.00
		Zach, Angela C Total		\$240.00
Sub Total				\$143,791.42
Sorted By	Value	Description		
FUND	06	School Nutrition Fund		
Check Number	Check Date	Payee	Reason	Amount
	8/13/2024	Cash-Wa Distributing	Food	\$2,800.81
	8/13/2024	Cash-Wa Distributing	Food/Supplies	\$7,516.77
	8/13/2024	Cash-Wa Distributing	Shortage Credit	(\$352.77)
		Cash-Wa Distributing Total		\$9,964.81
5871	8/13/2024	Hiland Dairy	Milk/Juice	\$747.64
		Hiland Dairy Total		\$747.64
	8/13/2024	Walmart Community	Food	\$103.92
		Walmart Community Total		\$103.92
Sub Total				\$10,816.37
Grand Total				\$154,607.79

Wakefield Community School

Payroll Voucher By Vendor Report

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024	BankFirst	195103		Aflac	\$88.66
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	Aflac - Short Term Disability		\$88.66
Sub Total					\$88.66
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024	BankFirst	195103		American Fidelity	\$7,130.45
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00901-000	Amer Fidelity - Disability		\$16.48
081424	8/14/2024	01-00941-000	Amer Fidelity - Accident 125		\$617.20
081424	8/14/2024	01-00941-000	Amer Fidelity - Cancer		\$62.00
081424	8/14/2024	01-00941-000	Amer Fidelity - Cancer 125		\$278.40
081424	8/14/2024	01-00941-000	Amer Fidelity - Critical Illness		\$77.56
081424	8/14/2024	01-00941-000	Amer Fidelity - Disability		\$109.18
081424	8/14/2024	01-00941-000	Amer Fidelity - Hospital Indemnity		\$168.20
081424	8/14/2024	01-00941-000	Amer Fidelity - Term Life		\$308.27
081424	8/14/2024	01-00941-000	Amer Fidelity - Whole Life		\$32.90
081424	8/14/2024	01-00941-000	Child Care 125		\$1,556.33
081424	8/14/2024	01-00941-000	Med Reimb 125		\$3,503.97
081424	8/14/2024	06-00941-000	Amer Fidelity - Accident 125		\$28.30
081424	8/14/2024	06-00941-000	Amer Fidelity - Cancer		\$35.50
081424	8/14/2024	06-00941-000	Amer Fidelity - Cancer 125		\$82.00
081424	8/14/2024	06-00941-000	Med Reimb 125		\$254.16
Sub Total					\$7,130.45
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024 HSA	BankFirst	195103		Ann Knust - HSA	\$553.51
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	HSA Ann Knust		\$553.51
Sub Total					\$553.51
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024	BankFirst	195103		BankFirst	\$78,497.16
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	Federal Withholding		\$23,962.05
081424	8/14/2024	01-00941-000	FICA		\$43,611.80
081424	8/14/2024	01-00941-000	Medicare		\$10,199.52
081424	8/14/2024	06-00941-000	Federal Withholding		\$100.29
081424	8/14/2024	06-00941-000	FICA		\$505.32
081424	8/14/2024	06-00941-000	Medicare		\$118.18
Sub Total					\$78,497.16
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024	BankFirst	195103		Blue Cross and Blue Shield of NE	\$99,192.38
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00901-000	BCBS Empl Dental 125		\$32.46
081424	8/14/2024	01-00901-000	BCBS Empl Health 125		\$2,290.63
081424	8/14/2024	01-00941-000	BCBS Empl Dental 125		\$1,546.24
081424	8/14/2024	01-00941-000	BCBS Empl Health 125		\$1,459.86
081424	8/14/2024	01-00941-000	BCBS Employer Dental		\$1,847.95
081424	8/14/2024	01-00941-000	BCBS Employer Hlth		\$88,257.11
081424	8/14/2024	06-00941-000	BCBS Empl Dental 125		\$53.75
081424	8/14/2024	06-00941-000	BCBS Employer Dental		\$88.62
081424	8/14/2024	06-00941-000	BCBS Employer Hlth		\$3,615.76
					\$3,758.13

Sub Total					\$99,192.38
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024 HSA	BankFirst	195103		Brandy Langley - HSA	\$125.38
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	HSA Brandy Langley		\$125.38
Sub Total					\$125.38
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024 HSA	BankFirst	195103		Brittany Vinchattle - HSA	\$353.51
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	HSA Brittany Vinchattle		\$353.51
Sub Total					\$353.51
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024 HSA	BankFirst	195103		Chris Pieper - HSA	\$125.38
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	HSA Chris Pieper		\$125.38
Sub Total					\$125.38
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024 HSA	BankFirst	195103		Colton McCreary - HSA	\$125.38
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	HSA Colton McCreary		\$125.38
Sub Total					\$125.38
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024 HSA	BankFirst	195103		Connie Wageman - HSA	\$263.27
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	HSA Connie Wageman		\$263.27
Sub Total					\$263.27
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024 HSA	BankFirst	195103		Darren Sindelar - HSA	\$635.84
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	HSA Darren Sindelar		\$635.84
Sub Total					\$635.84
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024	BankFirst	195103		Federal Reserve KC	\$247,588.00
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	Direct Deposit		\$244,558.29
081424	8/14/2024	06-00941-000	Direct Deposit		\$3,029.71
Sub Total					\$247,588.00
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024 HSA	BankFirst	195103		Kim Barge - HSA	\$125.38
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	HSA Kim Barge		\$125.38
Sub Total					\$125.38
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024	BankFirst	207276	5870	Madison National Life	\$2,770.03
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	Dependent Life Ins		\$2.10
081424	8/14/2024	06-00901-000	Long Term Disability		\$16.48
Sub Total					\$18.58
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024	BankFirst	195103	54180	Madison National Life	\$2,770.03
Register	Register Paid Date	Account Code	Deduction		Amount

081424	8/14/2024	01-00901-000	Addtl Life Ins	\$62.69	
081424	8/14/2024	01-00901-000	Life Ins Employer	\$96.25	
081424	8/14/2024	01-00901-000	Long Term Disability	(\$3.20)	
081424	8/14/2024	01-00941-000	Addtl Life Ins	\$174.25	
081424	8/14/2024	01-00941-000	Life Ins Employer	\$758.82	
081424	8/14/2024	01-00941-000	Long Term Disability	\$1,631.71	\$2,720.52
081424	8/14/2024	06-00941-000	Life Ins Employer	\$30.93	\$30.93
Sub Total				\$2,751.45	

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024 HSA	BankFirst	195103		Megan Virgil - HSA	\$353.51
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	HSA Megan Virgil		\$353.51
Sub Total					\$353.51

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024	BankFirst	195103		MG Trust Company	\$6,226.64
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	403b Plan		\$175.00
081424	8/14/2024	01-00941-000	403b Plan ROTH		\$5,401.00
081424	8/14/2024	01-00941-000	403b Plan ROTH - 10%		\$469.02
081424	8/14/2024	01-00941-000	403b Plan ROTH - 5%		\$181.62
Sub Total					\$6,226.64

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024 HSA	BankFirst	195103		Michelle Galles - HSA	\$453.51
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	HSA Michelle Galles		\$453.51
Sub Total					\$453.51

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024	BankFirst	195103		Nebraska Department of Revenue	\$12,251.25
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	State Withholding - NE		\$12,146.36
081424	8/14/2024	06-00941-000	State Withholding - NE		\$104.89
Sub Total					\$12,251.25

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024	BankFirst	207276		Nebraska Retirement System	\$68,526.12
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	NPERS		\$67,723.42
081424	8/14/2024	06-00941-000	NPERS		\$802.70
Sub Total					\$68,526.12

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024 HSA	BankFirst	207276		Richard Chavanu - HSA	\$125.38
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	06-00941-000	HSA Richard Chavanu		\$125.38
Sub Total					\$125.38

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024 HSA	BankFirst	207276		Rosa Morelos - HSA	\$125.38
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	06-00941-000	HSA Rosa Morelos		\$125.38
Sub Total					\$125.38

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024 HSA	BankFirst	195103		Shannon Carroll - HSA	\$763.27
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	HSA Shannon Carroll		\$763.27
Sub Total					\$763.27

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024 HSA	BankFirst	195103		Tara Valenzuela - HSA	\$353.51
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	HSA Tara Valenzuela		\$353.51
Sub Total					\$353.51
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024 HSA	BankFirst	195103		Teresa Soderberg - HSA	\$125.38
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	HSA Teresa Soderberg		\$125.38
Sub Total					\$125.38
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024	BankFirst	195103		Texas Life Insurance Company	\$429.65
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00941-000	Amer Fidelity - TX Life		\$335.95
081424	8/14/2024	06-00941-000	Amer Fidelity - TX Life		\$93.70
Sub Total					\$429.65
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024	BankFirst	195103		Vision Service Plan	\$1,076.34
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	01-00901-000	Vision 125		\$162.15
081424	8/14/2024	01-00941-000	Vision 125		\$864.15
081424	8/14/2024	06-00941-000	Vision 125		\$31.60
Sub Total					\$1,057.90
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
081024	BankFirst	207276		Vision Service Plan	\$1,076.34
Register	Register Paid Date	Account Code	Deduction		Amount
081424	8/14/2024	06-00901-000	Vision 125		\$18.44
Sub Total					\$18.44
Grand Total					\$528,384.27

Wakefield Community Schools

802 Highland Street • Wakefield, NE. 68784 • Phone: 402-287-2012

Matt Farup, Superintendent
Matt Brenn, High School Principal
Darren Sindelar, Elementary Principal

Home of the Trojans



June, 2024

Dear Parents and Guardians,

The information on cell phones and other electronic devices will be updated at the beginning of the 2024-25 school year, pending final approval of the Student/Parent Handbook by the Wakefield Board of Education at the August 2024 school board meeting. As technology and social media platforms continue to advance at a rapid pace, we have found that students having access to cell phones and other personal devices during school hours has become a major distraction. It is for this reason, and due to the fact that we have technology access for all students' educational needs on school issued devices, that we will no longer allow students to access their phones or other personal electronic devices such as Apple watches, earbuds, and the like, during school hours. School hours are designated as 8:10a.m.-3:40p.m.

Students are allowed to bring their cell phones and personal devices to school, however all devices must be powered down during school hours and kept in the students' academic locker or book bag. The school is not responsible for any lost, stolen or damaged cell phones and personal devices. Students aren't allowed to store their devices in the Athletic/Physical Education lockers. During the school day, the only electronic devices that may be used by a student are the school issued electronic devices. As always, if there is a need for parents to contact your child you may contact the school office. Consequences will include;

First offense, the phone/personal device will be confiscated by staff or administration and brought to the office. The student will need to come to the office **AFTER** the school day to collect their phone/personal device, after a conference with the principal.

Second offense, the phone/personal device will be confiscated by staff or administration and brought to the office. A parent will be contacted and the parent will be required to pick-up the device from the principal. The device will remain in the office until the parent picks up the device from school (even if the parent cannot come to the school that day).

Third offense, the device will be confiscated by staff or administration and brought to the office. 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 office until the parent picks up the device from school (even if the parent cannot come to the school that day).

Further violations of this policy, and/or an unwillingness to comply 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.

Exceptions to this handbook policy will be limited to medical needs, or a student IEP that requires a student to access their device, but only for medical or educational reasons. If there is an emergency situation in which a student needs to use their device, it will be done so in coordination with the school administration and in the school office.

Some of the main reasons for updating the cell phone/electronic devices policy in the student/parent handbook are as follows due to research:

- 82% of schools in Nebraska with a ban in place indicated that they observed improved mental wellness
- 82% of schools in Nebraska that placed a ban on cell phones observed improved academic achievement and engagement in their district
- 82% of schools in Nebraska that placed a ban on cell phones saw an overall improvement in school culture
- Much of the root of bullying we see in schools takes place within the digital world. K-12 administrators in many areas of the country describe much of their major behavior and bullying they see take place through the use of phones. Ultimately, they say it starts with the phones and then it manifests itself in the person within the classrooms and/or hallways.
- Doug LeMov, a well-known educator and expert on classroom practice states, “Cell phones and other electronic devices hamper the instructional process of our students and prevent them from forming real-world relationships.”
- An outright cell phone/electronic device ban coupled with the strategic use of school devices, can create a more focused, safe, and supportive learning environment, aligning with the educational goals and student well-being. Ultimately, it is believed through research that with cell phone/electronic device bans in place, student learning, well-being, and satisfaction and engagement with school will rise among students.
- Increased socialization and interaction of students with the removal of cell phones/electronic devices is correlated with lower anxiety and higher levels of course understanding and interaction

I know this is a fairly significant change to the handbook regarding cell phones/electronic devices. We aren't in any way trying to inconvenience students, but believe it is important to keep the use of technology focused on educational use during the school day. We wanted to send you this note so you are all aware of the change for next year, and can discuss the new regulations in the handbook with your children. Feel free to call me with any questions or concerns you have.

Sincerely,

Mr. Matt Brenn
7-12 Principal
Wakefield Community Schools
402-287-2012
mbrenn@wakefieldschools.org

6025

Student Cell Phone and Other Electronic Devices

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students may use cell phones or other electronic devices on school sidewalks and in the common areas before and after school and under other conditions in compliance with all other policies and handbook provisions.

By bringing their cell phones and other electronic communication devices to school, students consent to school staff searching them when the staff determines that such a search is reasonable or necessary.

Students may not possess cell phones or electronic devices while they are in locker rooms or restrooms. During school hours, student cell phones or electronic devices must remain in lockers or backpacks or be locked in a personal vehicle.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy or other school rules will have their cell phones or electronic devices confiscated immediately. After discussing the rule violation with the student and possibly the parent or guardian, the administration will follow the guidelines outlined in the student-parent handbook. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Any student who is found to be in possession of any cellular phone, or other electronic device (AirPods, personally-owned tablet, gaming device, etc) during school hours is in violation of this policy and the student code of conduct.

Students who repeatedly violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including expulsion.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5057: District Title I Parent and Family Engagement Policy

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to improve achievement. A goal of parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: 06/14/2010

Revised on: 07/10/2018

Reviewed on: 08/09/2021

5018: Parent and Guardian Involvement In Education Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
 - b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.

5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments
State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot “approve” the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.
 - c. National Assessment of Educational Progress
As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.
7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students’ participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: 06/14/2010
Revised on: 11/12/2020
Reviewed on: 08/09/2021

5045: Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

1. Definitions

- a. "Students" means students, their parents, guardians or other legal representatives.
- b. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- c. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

2. Listing of Fees Charged by this District

- a. **Guidelines for Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.
- b. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
- c. **Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
- d. **Materials Required for Course Projects.** The district will provide students with the materials necessary to complete all basic curricular projects. In courses

where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

- e. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects.
- f. **Extracurricular Activities.** The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities' fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student activity card \$40
Covers admission to all home extracurricular events
- Student participation fee \$0
- Future Business Leaders of America \$20
dues, cost of attendance
state & national conventions
are the student's responsibility.
- National Honor Society \$20
- Football \$20
students must provide their
own football shoes, undergarments,
and mouthguards
- Golf \$20
students must provide their own golf
shoes, undergarments, and clubs
- Track, Volleyball, Wrestling
& Basketball \$20
students must provide their own
shoes and undergarments
- FCCLA \$20
dues, cost of attendance
state & national conventions
are the student's responsibility.
- Skills USA \$20
dues, cost of attendance
state & national conventions
are the student's responsibility.
- FFA \$40
dues, student must purchase their own
FFA jackets, official dress

- g. Out of District half-day preschool tuition:** \$15 a day. There will be no discount for cancelled days such as snow days.
- h. Post-Secondary Education Costs.** Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit only or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be \$200 per course
- i. Transportation Costs.** The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$10.

- j. Copies of Student Files or Records.** The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$.10 per page for reproduction of student records.

- k. Participation in Before-and-After-School or Pre-Kindergarten Services.** The district may charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$300/month.

- l. Participation in Summer School or Night School.** The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount charged by the district for summer and night school shall be \$200.
- m. Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending

shoes selected by the sponsor and/or student group.

o. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$100.

3. Waiver Policy

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, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

4. Distribution of Policy

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

5. Voluntary Contributions to Defray Costs

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

6. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

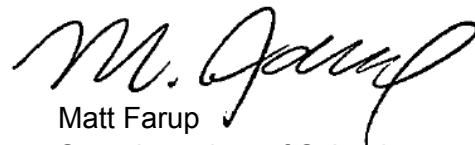
7. Student Fee Fund

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or

night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

CERTIFICATION

On the 13th day of August, 2024, the Board of Education of Wakefield Public Schools held a public hearing on a proposed student fee policy. The 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 2023-2024 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Open Meetings Act.



Matt Farup
Superintendent of Schools

Adopted on: 6/14/2010

Revised on: 08/14/2023

Reviewed on: 04/08/2024

5054: Student Bullying

Definition of Bullying. Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” The school district’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Reporting Bullying. Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations. School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district’s antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district’s student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Adopted on: 06/14/2010

Revised on: 10/12/2020

Reviewed on: 8/9/2021

**Wakefield Community Schools
2023-2024 Guidance Handbook
Tier 2 and Tier 3
Supports, Interventions and Instruction**



**Collaborative Grade Level Teams
and
Special Education Services**

Wakefield Community Schools Mission Statement

The Trojan mission is to embrace diversity, educate and support the whole learner, and empower students to be critical thinkers, lifelong learners, and global citizens.

Vision Statement

WCS strives to educate our students, embrace our diversity, and empower the next generation of our community.

Belief Statements

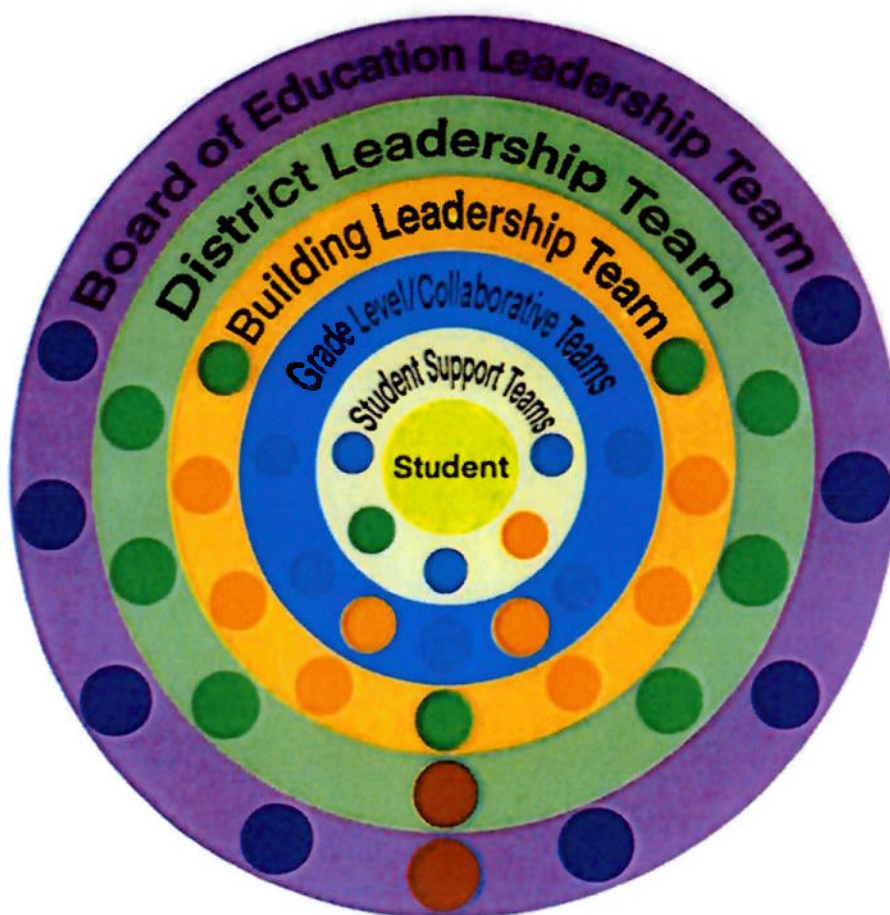
We believe it is essential to...

- A** - always provide all students with relevant educational opportunities.
- S** - support our students to become lifelong learners.
- P** - partner with parents and the community to support our students in all academic, social, and extracurricular opportunities.
- I** - inspire and cultivate effective communication skills with all students.
- R** - reinforce respectful relationships, appreciate differences, and embrace inevitable changes in our society.
- E** - empower all learners to think critically and problem-solve to set them up for success in all aspects of life.

The purpose of the handbook is to provide guidance for Grade Level Collaborative Teams and Special Education processes complimentary to the Special Education Procedures document provided by KSB Law. This handbook follows the Nebraska Department of Education special education requirements in accordance with Rule 51. This handbook will be updated annually and available digitally to all staff and administrators.

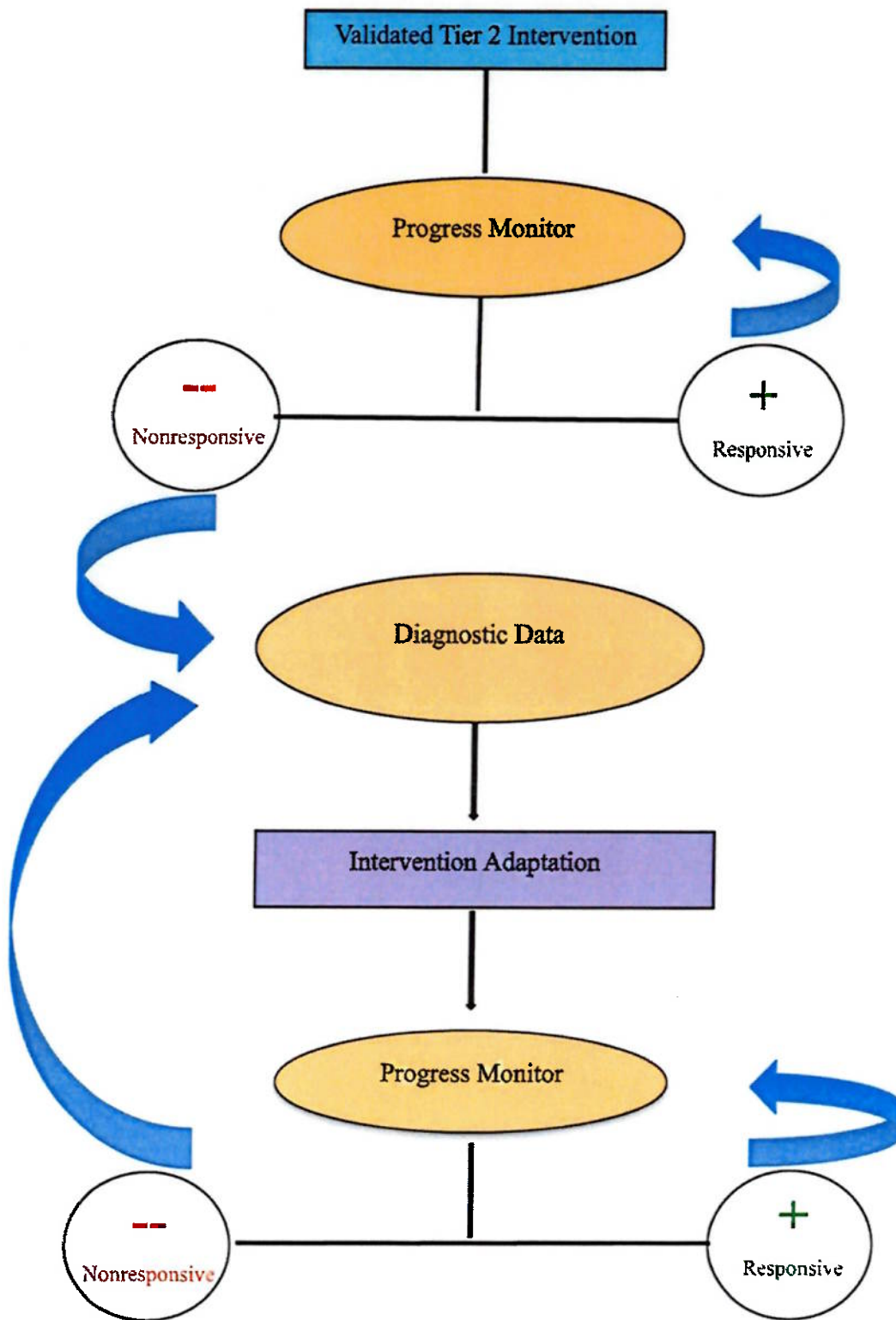
The Wakefield Community School District recognizes the NeMTSS framework as its continuous improvement framework (Board policy 1005). Interventions, provided supports, and special education services will be delivered within the framework utilizing data-based decision making and providing support for students through a layered continuum. Practice within the framework ensures inclusivity and access to core instruction for all students.

Wakefield Community School Teaming Structures



Section 1: Grade Level Collaborative Teams
Tier 2 Supports and Interventions

Grade Level Collaborative Team Flowchart for Tier 2 Interventions
Source: <https://intensiveintervention.org/data-based-individualization>



Grade Level Collaborative Teams

Purpose: Ensure all students have access to tier 1 supports and instruction, collect and analyze grade level data, use data to determine students in need of tier 2 supports, use data to progress monitor tier 2 supports, functions as the student assistance team, determine needed resources through data analysis

Data sources (include, but not limited to): Behavior and attendance data (provided by Building Level Teams through SWIS), Powerschool, grades/report cards, MAP data, Aimsweb data, medical information (school nurse or physician), hearing/vision screening results, SEBL screener, ELPA screener, formal and informal observations

Nebraska Rule 51(006.1B): The school district will use student assistance teams to develop individualized programs of support for students who may be experiencing difficulties in school. The school district will generally work to assist a student through the SAT process prior to evaluating the student for possible verification under Section 504 of the Rehabilitation Act or Rule 51 of the Nebraska Department of Education. The SAT will be an ad hoc group created around a student, and will generally include building staff with expertise in the specific content area(s) identified as problematic for the student. The SAT may also involve other interested or relevant staff and may, but is not required to, include the student's parent. The team will review the strengths and interests that are unique to the student and determine the academic or social challenges the student is facing at school. The team will then develop ideas and strategies that may help the student be more successful in school. If the SAT determines that appropriate general education interventions have been attempted without success, it will consider evaluating the student for eligibility under Section 504 of the Rehabilitation Act or referring the student to the multidisciplinary team for evaluation pursuant to Rule 51.

At Wakefield Community School, Grade Level Collaborative Teams are recognized as the Student Assistance Team and will fulfill the requirements and responsibilities described in Nebraska Rule 51.

Roles within the Grade Level Collaborative Teams:

Facilitator—Guides the team through the Student Problem Solving form, encourages on-task behavior during team meetings, identifies resources needed for intervention(s) and communicates needs to building principal, invites additional people with expertise to team meeting as needed

Notetaker—This person is responsible for recording team discussions and information on the Student Problem Solving form.

Data collector—This person will obtain and organize student data prior to and during the use of intervention(s).

Communicator—This person is responsible for providing parent communication at onset of intervention(s) and as outlined in the parent communication plan. Communicate specific intervention directions to the Student Support Team (people who provide direct instruction and support for student on a daily basis).

Grade Level Collaborative Team Checklist

- Establish team norms.
- Establish team roles: Facilitator, notetaker, data collector, communicator.
- Establish decision making rules for attendance, behavior, and academic data.
- Establish meeting place.
- Document information during team meetings using the Tier 2 Intervention Form.
- Send initial parent letter (Tier 2 support parent letter) when a student begins interventions. Letter will include parent communication plan.
- Provide parent communication as described in the parent progress letter.
- If referring the student for evaluation, forward Tier 2 Intervention Form and all other collected documentation to the school psychologist. Maintain a copy for team records.

Tier 2 Intervention Form

Initial Parent Letter

Parent Progress Letter

Tier 2 Intervention Form

Student name: _____ Grade: _____ Age: _____ Today's date _____

Grade Level Collaborative Team Members:

Facilitator:

Notetaker:

Data Collector:

Communicator:



1. **Identify:** Identify student area of need for intervention
2. **Define:** Define desired outcome (Progress goal)
3. **Explore:** Intervention options
Guiding questions:
 1. Does the intervention target need?
 2. Is the intervention based on best available evidence?
 3. Does the intervention align with tier 1 core instruction?
 4. Has the intervention been shown to work with most students?
4. **Action:** Identify intervention and progress monitoring tool. Create parent communication plan.
Guiding questions:
 1. Does the tool meet technical standards for progress monitoring and match desired outcome?
 2. Was the goal set using a validated approach?
 3. Are procedures in place to ensure the intervention is delivered as planned?

5. Look back: Review intervention, progress monitoring tool and data

Guiding questions:

1. Was data collected regularly and with a consistent approach?
2. Was progress graphed?
3. Was the intervention effective?
 - Yes—Continue to progress monitor (return to step 4)
 - No—Determine why intervention did not work by using diagnostic data

Guiding questions for determination:

1. Do multiple data sources confirm slow progress?
2. Have both academic and behavioral explanations been considered?
3. What does data suggest about how the intervention needs to be changed?

Intervention Adaptation

1. Identify: What change is needed?

2. Define: Develop hypothesis for modifying or adapting intervention

3. Explore: Options to modify or adapt intervention

4. Action: Define adapted or modified intervention and progress monitoring tool

Guiding questions:

1. Does the adaptation address the hypothesis?
2. Does the plan address both academic and behavioral concerns when needed?
3. Are procedures in place to implement and monitor adapted intervention?
4. Are only a few adaptations made at one time?

5. Look back: Did the change work?

Guiding questions:

1. Was data collected according to the plan?
2. Does the graph indicate when adaptations were made?
 - Yes—Continue adapted intervention and progress monitoring
 - No—Examine diagnostic data to determine why change did not work

Wakefield Community Schools

802 Highland Street • Wakefield, NE. 68784 • Phone: 402-287-2012

Matt Farup, Superintendent
Matt Brenn, High School Principal
Darren Sindelar, Elementary Principal

Home of the Trojans



Dear Parent/Guardian of _____,

At Wakefield Community School, it is our mission to support and empower all students to be critical thinkers, lifelong learners, and global citizens. In an effort to fulfill our mission and provide the best educational experience for all of our students, your child has been selected to participate in an intervention to help ensure success at school. The intervention we will be providing is (insert description of intervention).

The goal for your child is (insert goal from Tier 2 Intervention Form). Our Grade Level Collaborative team will meet every 2-3 weeks to review your child's goal and progress.

We will communicate progress with you. (insert parent communication plan from Tier 2 Intervention Form)

We are looking forward to celebrating your child's growth and accomplishments. If you should have any questions or concerns, please contact (building principal) at (phone #).

Sincerely,

Grade Level Collaborative Team
(List member names)

Wakefield Community Schools

802 Highland Street • Wakefield, NE. 68784 • Phone: 402-287-2012

Matt Farup, Superintendent
Matt Brenn, High School Principal
Darren Sindelar, Elementary Principal

Home of the Trojans



Dear Parent/Guardian of _____,

This letter is to provide you with a summary of your child's intervention progress.

Goal: (insert goal from Tier 2 Intervention Form)

Summary of Progress: (short narrative of student progress including data summary and observations)

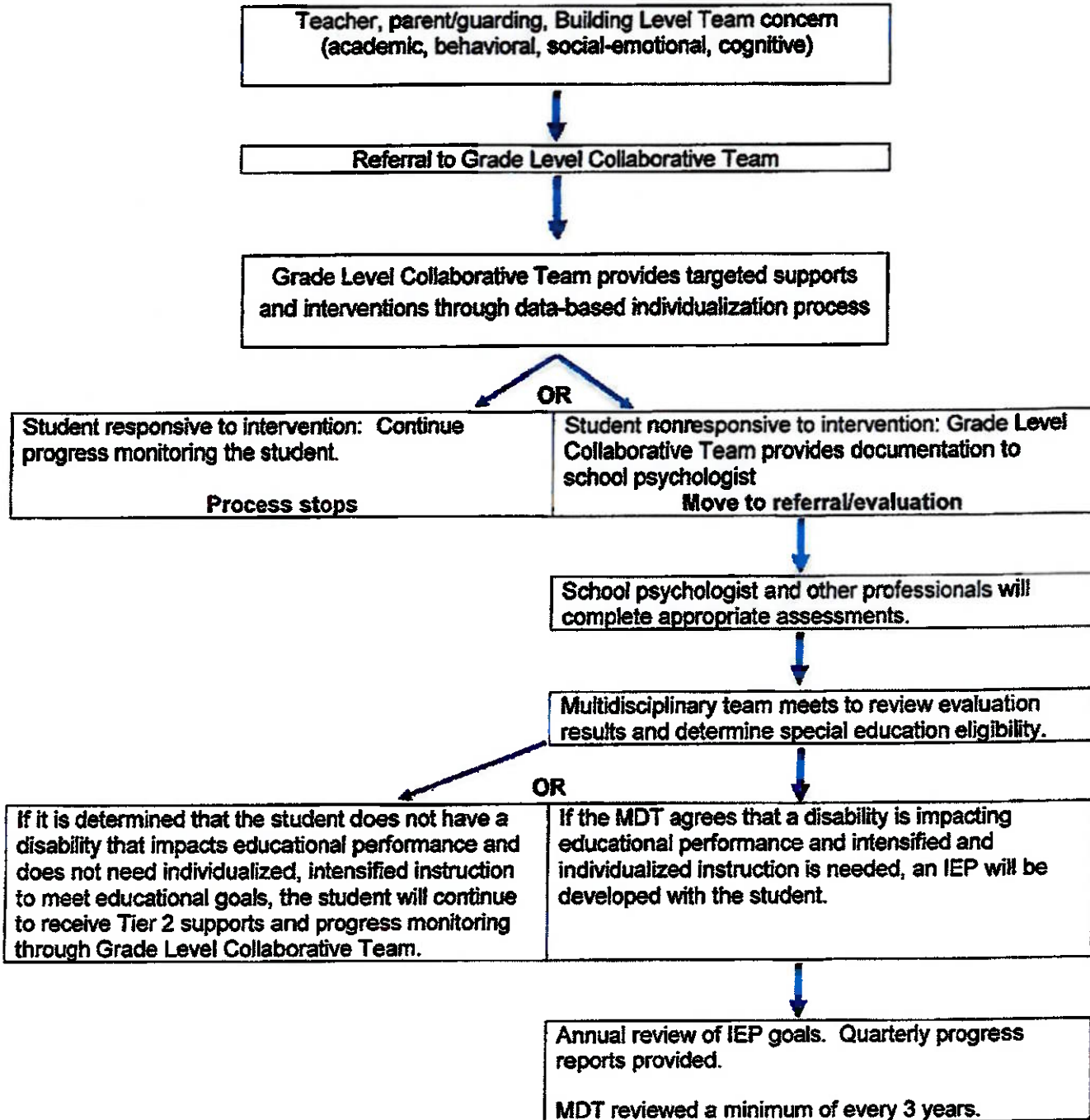
If you should have any questions or concerns regarding this letter, please contact (building principal) at (phone #).

Sincerely,

Grade Level Collaborative Team
(List team member names)

Section 2: Special Education Processes
Tier 2 and Tier 3 Supports and Instruction

Special Education Process Flow Chart



Special Education Services and Supports

Purpose: Provide, implement, and progress monitor individualized education plans in the least restrictive environment. Using data-based decision making, specific and measurable goals will be created with input from the IEP team. Goals will directly correlate with the student's need for tier 2 or tier 3 specialized instruction, transition, or behavioral supports. When a student is determined eligible for special education services, a case manager will be assigned and additional service providers will be identified per MDT evaluation results and data.

Least Restrictive Environment (Rule 51, 008.01): The school district or approved cooperative shall establish policies and procedures to assure that, to the maximum extent appropriate, children with disabilities, including children in public or nonpublic schools and approved service agencies, are educated with children who are not disabled, and that 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.

Students who meet special education verification guidelines need to have access and be educated in the general education classroom (tier 1) with peers who are not identified as needing special education services. Limiting or removing a student from participating in the general education classroom should occur only when supplemental aids and supports or accommodations are ineffective due to the nature of the student's disability. The IEP team will review data in relation to student needs to determine the setting that provides the most educational opportunities and benefits. The Least Restrictive Environment (LRE) requirement leads to inclusivity and equitable opportunity for all students at Wakefield Community School. It is the responsibility of all staff and administrators in the district to ensure LRE.

Examples of LRE tiered supports for verified students:

- Tier 1—General education classroom, general education classroom with accommodations, general education classroom with accommodations and paraprofessional support, differentiated instruction, progress monitoring
- Tier 2—Small group supplemental instruction, co-taught instruction, additional guided practice, check in/check out, progress monitoring, use of specific reinforcers
- Tier 2—Individualized instruction, exclusive small group instruction with verified peers, modified instructional materials, functional behavior assessment/behavior intervention plan

Free Appropriate Public Education (FAPE), Rule 51 004.01: Except as otherwise provided by law, the school district will ensure that all children with verified disabilities, from birth through the school year in which the child reaches age twenty-one, including children who have been suspended or expelled from school, have available to them a FAPE, which includes special education and related services to meet their unique needs and the availability of FAPE for resident children in detention facilities, correctional facilities, jails, and prisons. The school district will ensure that FAPE is available to any individual child with a disability who needs special education and related services, even though the child has not failed or been retained in a course or grade and is advancing from grade to grade.

It is the responsibility of the student's special education case manager to monitor adherence to the IEP. Case managers will communicate IEP goals and accommodations to the Student Support Team. Case managers will maintain accurate records and comply with federal and state regulations. This document includes checklists as references to ensure compliance.

Evaluation Referral Process

Nebraska Rule 51 and Rule 52 (006.03, 006.9) Multidisciplinary Evaluation Team: The school district will appoint a Multidisciplinary Evaluation Team (MDT) which will be responsible for making all verification decision pursuant to the qualification criteria in Rule 51 of the Nebraska Department of Education. The MDT will analyze, assess, and document the needs of each student, and the MDT's compiled information will be used on the Individual Family Service Plan (IFSP) or Individualized Education Plan (IEP) if the MDT determines that the student qualifies for special education. The MDT will not base a student's verification upon 1) lack of appropriate instruction in reading as contemplated in Section 614(a)(5)(A) of the Individuals with Disabilities Education Act of 2004, 2) lack of instruction in math, or 3) limited English proficiency.

Initial evaluation and assessments must be completed within 45 school days from the date of parental consent for initial evaluation.

MDT Checklist

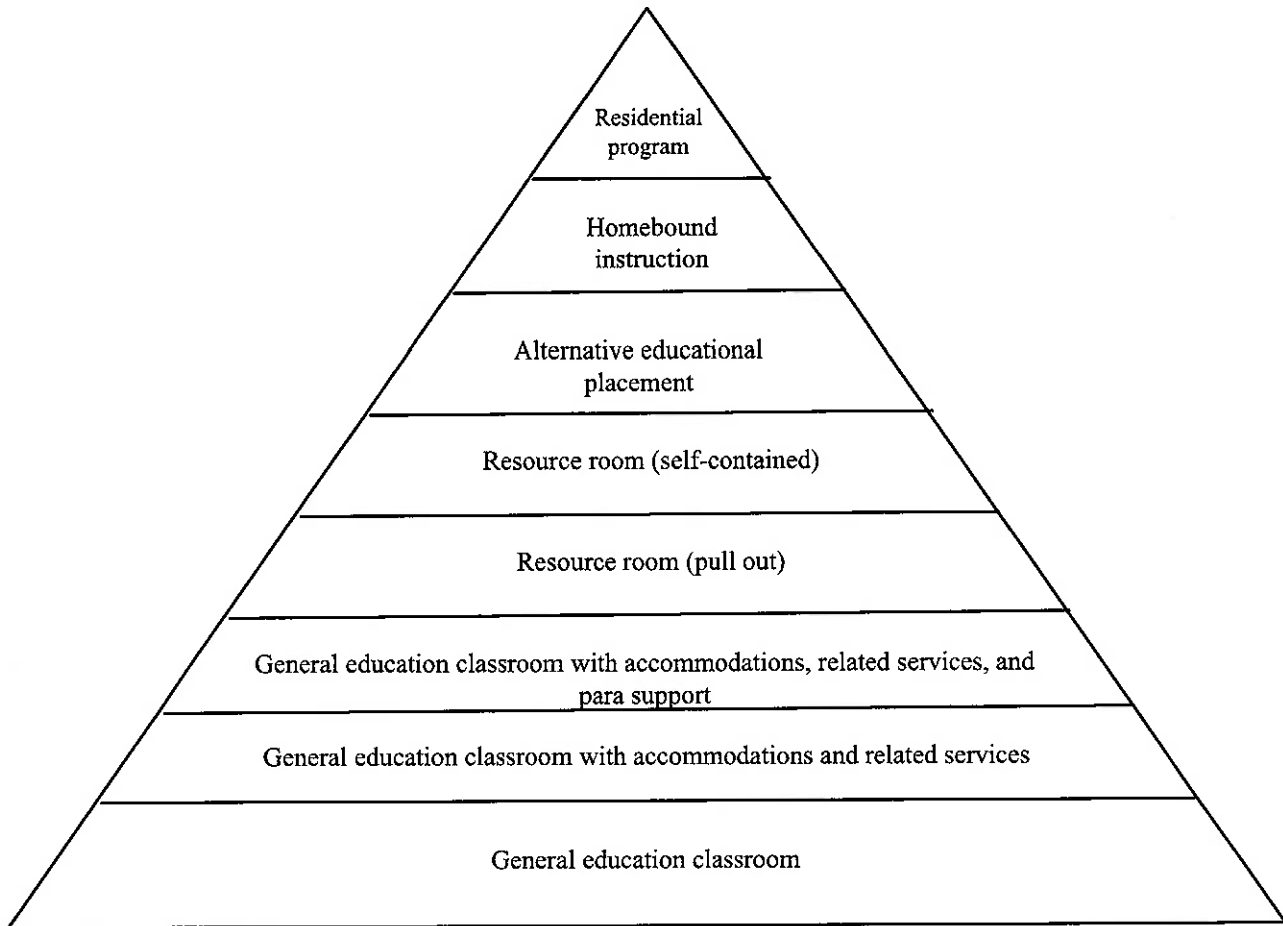
- Review Tier 2 Intervention Form and check back with the Grade Level Collaborative Team if necessary.
- School psychologist requests the Special Education Director to create student in SRS.
- School psychologist creates Notice and Consent for Initial Evaluation form. Check appropriate areas to evaluate in, based on the referral form.
- School psychologist sends home Notice and Consent, Parental Rights, and Rule 55 Due Process forms.
- Once consent is signed and received, evaluation takes place within 45 school days
- School psychologist contacts teacher(s) to set up observation times and times to complete testing.
- School psychologist and other appropriate evaluators complete comprehensive evaluation.
- School psychologist schedules MDT meeting before the evaluation deadline.
 - Email school staff (teachers, administrators, related service providers) to determine availability for meeting times approximately two weeks in advance.
 - Contact parents to set up the MDT meeting. Communicate with a translator to schedule the meeting if parents speak Spanish.
 - If needed, document parental contact/communication on page 4 of the Notice of Meeting form if there is difficulty contacting parents.
- School psychologist sends home the Notice of Meeting informing parents of the agreed upon meeting time.
- Required team members must be present at the MDT meeting:
 - Parent(s)
 - Student, when appropriate
 - LEA- Administrator or someone designated by the administrator
 - Special Education Teacher
 - General Education Teacher
 - Interpreters of evaluation results (School Psychologist, Speech Pathologist, Occupational Therapist, Physical Therapist)

*Other considerations:

- EL Teacher if student is eligible for EL services, EL teacher should be present for meeting if the student is eligible for EL services
- Interpreter, when needed
- Parents may invite and/or bring other people to the meeting
- School Nurse
- Guidance Counselor
- Heartland Counselor, or other counselor/therapist, if the student is receiving mental health services

- Each evaluator sharing results will provide copies of report or have a means to present electronically.
- When determining eligibility, have each team member sign the MDT form and write "yes" or "no" to indicate agreement with the eligibility decision
 - If someone disagrees with the decision of the team, they are allowed to write and submit a minority report.
 - District problem solving model form may be used to facilitate determination discussion.
- Complete PWN.
- School psychologist will provide a finalized copy of the MDT report and PWN within a reasonable amount of time to the parent/guardian.
- Signature pages for all paperwork (consent for initial evaluation, notice of meeting, MDT) are given to the SPED case manager to file.
- Case manager updates Caseload Document based on eligibility decision.

Wakefield Community Schools Continuum of Special Education Services



IEP Checklist

- Schedule IEP meetings approximately 1-2 weeks before the current IEP expires or prior to the end of the 30 calendar days for an initial IEP.
- Begin scheduling the IEP meeting 2-3 weeks in advance of anticipated meeting time to ensure members of the IEP team are able to attend.
 - Remember to communicate with ALL specialists (i.e. OT, PT, Voc Rehab, Transition Coordinator, etc.)
 - Choose a date that maximizes participation of IEP team members. For example, send a Doodle, or email with possible options to get input on availability.
 - Adequate notice of a meeting needs to be provided to guardians. DISTRICT is considering 7 calendar days as a reasonable amount of time. The exception to this would be in emergency situations.
- Send the Notice of Meeting home informing parents of the agreed upon meeting time for the meeting.
- Required team member attendance:
 - Parent(s)/Guardian(s)
 - General Education Teacher
 - Special Education Teacher

- Student, when appropriate
- LEA- Administrator or someone designated by the administrator
- Specialists, as needed (School Psychologist, Speech Pathologist, Occupational Therapist, Physical Therapist)

***Other attendance considerations:**

- EL Teacher if student is eligible for EL services, EL teacher should be present for meeting if the student is eligible for EL services
- Interpreter, when needed
- Parents may invite and/or bring other people to the meeting
- School Nurse
- Guidance Counselor
- Heartland Counselor, or other counselor/therapist, if the student is receiving mental health services
- Offer Parental Rights to parents and Rule 55 Due Process (if an initial IEP) forms.
- Obtain signatures, from parent(s) and other team members present, on the IEP document to indicate attendance at the meeting.
- If initial evaluation and IEP, complete Consent for Initial Placement paperwork.
- Complete PWN. Provide a copy at the time of the meeting, if possible.
- Special education teacher will provide a finalized copy of the IEP and PWN within a reasonable amount of time.
- Signature pages for all paperwork are filed by the IEP case manager.
- Communicate updated accommodations, behavior plans, or any other information or changes with appropriate team members or school personnel.
- Finalize the IEP on SRS within one week after the meeting is held.

Progress Reports

- Completed every quarter by the due date.
- Summarize data giving evidence of goal progress.
- Progress reports may be distributed at Parent-Teacher Conferences or mailed.

Contents of the IEP

- Student Strengths
- Parent Concerns
- Results of initial or most recent evaluation
- Results of performance on state and district wide assessments
- Consideration of: behavior impeding learning, limited English proficiency, blind or visual impairment, communication needs, assistive technology devices and services
- ****If any of these areas are a need, the IEP should include a goal to address the area. As a reminder, the tool used to collect behavior data IS NOT the behavior plan.**
- Present levels of academic achievement and functional performance

- Identified need(s) correlates with services
- Impact statement: How does the child's disability impact the student's ability to participate in the general education classroom the same as grade level peers. Identify student needs in the statement.
- Collect and include written input from all teachers and service providers who work with the student.
- Transition information (required for age 14 and above)
- Measurable annual goals
 - Written as a SMART goal: Specific, measurable, achievable, relevant, and timeframe
- How the students will progress and when progress is measured
 - Case managers and related service providers will complete quarterly progress reports in SRS.
 - Special education services, related services, supplementary aids and services, program modifications or supports for students to advance toward their goals
 - Present level performance and needs should correlate with services
- Duration dates of services –when IEP is effective and service minutes
- Accommodations needed
- Percent of time the child spends in special education and regular education
- MIPS Consent
- Transportation Considerations
- State Assessment Considerations
 - List accommodations necessary
 - Decide if alternate assessments are necessary and why they cannot participate in the regular assessment and why the alternate assessment selected is appropriate
- Extended School Year Services

Criteria: ESY is provided only when it is determined that a student might regress in a critical skill area to such an extent that recovery of the skill loss would be impossible or require an unusually long period of time to return to the present level of performance. ESY services are not provided to enhance present level of performance.
- Prior Written Notice (PWN)
- Supplemental Forms
 - Attach any behavior monitoring tools
 - Information provided by parents, physician, or other professional
 - Data
- Obtain consent via parent signature for release of records with other professionals, when appropriate,

Prior Written Notice (PWN)

- PWN is required when a child's identification, evaluation, or educational placement is changed (i.e. change in eligibility, change in services or goals, etc.)
- Notice must be provided to parents BEFORE the change happens.
- Date of Notice should be the same as the date of delivery.
- When changes are made to the IEP and everyone is in agreement, PWN should be given at the conclusion of the meeting, and services would begin the next day.
- When there are changes to the IEP and not everyone is in agreement, PWN should be given at the conclusion of the meeting and the team should agree on when services will begin.

- Best practice is to ask the team when they are comfortable with services starting.
- The PWN serves as a summary of what was agreed upon.
- **To meet the requirements of the PWN, you cannot have IEP meetings on the day the IEP expires in case the IEP team does not agree to start services immediately.**
- The PWN should NOT be drafted prior to the IEP meeting.

Student Led IEPs

All Wakefield Community School K-12 grade students verified to receive special education services will, to the most appropriate extent, lead and participate in the IEP meeting. Case managers will access the online resource, *I'm Determined*, when collaborating with a student to prepare for his/her IEP meeting. At minimum, students will complete the *I'm Determined One-Pager* template to present through a modality of choice at the IEP meeting.

Students who actively participate in educational planning have the opportunity of voice, ownership, and the practice of self-advocacy skills. As students mature, they will have a better understanding of their unique abilities and how to access resources in a variety of environments to meet their needs.

Objective for students in grades K-1: The student will be able to communicate a description of his/her disability, strengths, and interests to the IEP team.

Objective for students in grades 2-3: The student will be able to communicate the nature of his/her disability, strengths, interests, and learning preferences to the IEP team.

Objective for students in grades 4-6: The student will be able to communicate the nature of his/her disability, strengths, interests, learning preferences, and needs to the IEP team.

Objective for students in grades 7-9: The student will be able to communicate the nature of his/her disability, strengths, interests, learning preferences, needs, and IEP goals to the IEP team.

Objective for students in grades 10-12+: The student will be able to communicate the nature of his/her disability, strengths, interests, learning preferences, needs, IEP goals, and transition goals.

Modalities of presentation (suggested, but not limited to): Students may prepare a slideshow, record a video, take pictures, draw pictures, present artifacts of completed work

Name: _____

Date: _____



One-Pager

Answer each of the four parts in this One-Pager. Your answers will help you create your **SPIN**, or your **Strengths, Preferences, Interests, and Needs**. Give it to your teachers and employers so you can help them understand you and your needs and you can be successful!

My Strengths

My Preferences

My Interests

My Needs



Resource provided by the **DETERMINED**, a state-directed project funded by the Virginia Department of Education.
62666-2622 I'm Determined. All rights reserved.



Scan code for more guidance, videos, and examples.
For additional resources visit www.imdetermined.org/resources.

One-Pager

Use this as a facilitation guide to complete the One-Pager tool, or to help someone else complete it. The questions below can be used as prompts to help you arrive at answers. Focusing on one column at a time may also help. We encourage you to share your finished One-Pager with others!

My Strengths <ul style="list-style-type: none">• What am I good at in school?• What am I good at in my community or home?• What do other people say are my strengths?	My Preferences <ul style="list-style-type: none">• What makes my day or school work more enjoyable?• What would be nice to have or happen but I would be okay without it?• Where do I see myself in the future:<ul style="list-style-type: none">• Living?• Working?• Doing for Having fun?	My Interests <ul style="list-style-type: none">• What do I like to do?• What activities or groups do I enjoy being in?• What are my hobbies and after school activities?	My Needs <ul style="list-style-type: none">• What things or changes to my day help me?• What do I need to succeed?• What assistive technology helps me at school, home, and in the community?• What can others do to help me?• What are some things that are hard for me? How do I get through the hard things?
--	--	---	--



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Scan code for more guidance, videos, and examples. For additional resources visit www.imdetermined.org/resources.

Name: _____

Date: _____



Goal Plan

Answer each of the four parts in this Goal Plan. Your answers will help you think of a goal, what will happen after you reach your goal, the steps needed to complete that goal, and people who can help you along the way.

My Goal

Outcomes

Next Steps

People Who Can Support



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Goal Plan

IMPLEMENTATION GUIDE

Use this as a facilitation guide to complete the Goal Plan tool, or to help someone else complete it. The questions below can be used as prompts to help you arrive at answers. Focusing on one column at a time may also help. We encourage you to share your finished Goal Plan with others!

My Goal	Outcomes	Next Steps	People Who Can Support
<ul style="list-style-type: none">• What is one of my goals?• What is something that I want to do?• Where is a place I want to go?• You can write a goal to reach soon or several months or years away.• Pick one goal to start with.	<ul style="list-style-type: none">• How do you know you have reached your goal?• What are some results of getting this goal done?• How will I benefit from finishing this goal?• What are some new things I can do after attaining this goal?	<ul style="list-style-type: none">• What do I need to do to reach my goal?• If I were to break my goal into pieces, what would those pieces be?• What is one thing I can do today that gets me closer to my goal?	<ul style="list-style-type: none">• Who are the people in my life who can help me reach my goal?• Which step of my goal can each person help me with?• Who will encourage me to reach this goal and check to be sure I made it?



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Wakefield Community School Activities Handbook



**Rules and Regulations
2023 - 2024**

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Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Wakefield Community Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a "contract" with parents, students, or staff. 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. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises 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.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Matt Farup
Title: Superintendent
Address: 802 Highland Street
Telephone: 402-287-2012 Ext. 254
E-mail: mfarup@wakefieldschools.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy **3053** – Nondiscrimination

Designation of Coordinators

Any person having inquiries concerning the district's compliance with Title VI (discrimination or harassment), Title IX (gender equity), Section 504 of the Rehabilitation Act and the Americans with Disability Act, Homeless student laws, or Safe and Drug Free Schools and Communities should contact the Wakefield Community Schools Administrative Office.

SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

Students who are enrolled in a private, denominational or parochial school may not participate in extracurricular sports and activities sponsored by the public school district if they participate in extracurricular sports and activities offered by the private, denominational or parochial school. Exempt school students may participate in extracurricular sports and activities if they are enrolled in at least 5 credit hours per semester. Exempt school students who are not enrolled in at least 5-credit hours may not participate in extracurricular sports and activities. All part-time students must meet all other eligibility requirements set by the board, administration, and coach/sponsor prior to participating in the sport or activity. (Board Policy 5003)

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students who are absent from school for any part of the day will not be permitted to participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

Closings

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be cancelled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration. Unless the administration determines that it is permissible for the activity to continue as scheduled.

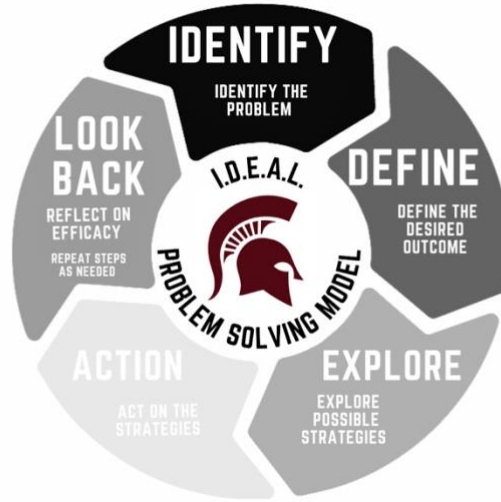
Colors

The Wakefield Community School colors are Aggie Maroon & White. PMS 504- Aggie Maroon, PMS 430-Gray, White

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's website: www.wakefieldschools.org See attached problem solving form:

Problem Solving Notes Page



Date:

In attendance:

1. **Identify problem:**

2. **Define desired outcome:**

3. **Explore possible strategies:**

4. <u>Action</u> (Act on strategies)	Timeline	Who is responsible

5. **Look back (if necessary)
Review date:**

Practice Make-up

Each sport or activity will develop and practice make-up plan and share that plan with parents and participants. This information will be shared with parents at the Fall and Winter Sports Meetings. Spring sports coaches will develop and submit their practice make-up plans to parents and parents must sign and return the document prior to the first Spring competition.

Homecoming and Prom

The Homecoming dance is open to students and guests of Wakefield High School.

The Junior/Senior Prom is open to students and guests of the Wakefield High School junior and senior classes. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No blue jeans, shorts, or T-shirts will be allowed at the banquet or dance for Prom. Black dress jeans will be acceptable.

Electronic Communication

The school board supports the use of technology (Remind App or Sports You App) by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). **Please see the Social Media Policy For School District Employees for further explanation.**

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

Cell phones are **not** allowed in locker rooms ever. The coaches for the specific activity are responsible for collecting and securing all participants cell phones until after practice or contests.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been check out to him/her and is lost or stolen.

Fundraising

All school-sponsored fundraising activities must be approved by a member of the school district administration(Superintendent). Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the Superintendent.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as 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 in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the 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, or

any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness later in the manual.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Lettering Requirements

The following guidelines will be used in determining students' eligibility for lettering:

Football: Players must play in 25% or more of the varsity football games. For example: (1 varsity special teams play in a quarter= 1 varsity quarter played)

Volleyball: Player must earn a spot on the varsity roster. The player must play in 30% of team's total sets played and record a dig, ace, kill or block. No unexcused absences allowed.

Basketball: Varsity members must play in or more than 25% of the varsity quarters during the season.

Golf: The golfers must participate on the varsity squad in 5 or more varsity golf meets.

Track: Track participants must medal in one varsity meet either as an individual or as a member on a relay team.

Wrestling: A wrestler may earn a varsity letter during the season when he or she has met 4 of the following criteria:

1. Finish the season in good standing. (90% practice attendance/minimum of a 2.5 GPA)
2. Win a varsity match (forfeits and byes do not count)
3. Compete in more than half of the varsity tournaments and/or duals.
4. Volunteer during Wakefield Kids Wrestling Club practices and tournaments.
5. Coach's recommendation for the varsity letter.
6. Make agreed to weight at every scheduled weigh-in.
Due to injury, illness, or other circumstances, an athlete who is in the coach's estimation would have lettered may receive a letter.

Student Managers: The student manager must complete the season and have the recommendation of the head coach of the sport involved.

Instrumental and Vocal Music

1. Participants must have a current average of 94% or better, and have had a 94% or better for the previous 3 quarters. Criteria for earning an "A" are posted in the music room and/or are available from the instructor.
2. Participants must demonstrate high quality rehearsal and performance habits, exhibit and encourage a positive attitude toward the music program, and demonstrate strong positive leadership skills.
3. Participants must attend all scheduled rehearsals, performances, and contests unless previously excused by the director.
4. Participants who have one "B" in any one of the previous 3 quarters may, at the discretion of the director, be allowed to make up for the "B" by earning 20 points in the fourth quarter.

A list of approved activities and corresponding point values is available from the director.

5. Participants with any quarter of a "C" or more than one quarter with a "B" will not be eligible to letter in the activity.

Speech: The criteria for receiving a letter for Speech Competition will be based on the participant's commitment to preparation and participation. In order to letter, a participant must earn a minimum of 200 points. Points can be earned in the following ways:

1. Practice / Rehearsal with Speech Coach - up to 10 points per practice session; extemporaneous speakers must verify prep time equivalent to 10 practice sessions.
2. Performance - 20 points for performing at each speech meet, including invitationals, conference, district, and state.
3. If a participant attends a meet but scratches for any reason, no points will be earned and 10 points will be deducted from his/her point total.
4. If a participant does not show up for a meet for which he/she has been entered, 50 points will be deducted from his/her point total unless a parent or guardian has notified the Speech Coach with a valid excuse for the reason that the participant missed the meet.
5. If one person of an OID or Duet Acting group does not attend a meet for which he/she has been entered, he or she will lose 10 points. The remaining members of the group will be awarded 10 points for attendance even though they cannot perform.
6. Novice speech team members will earn 10 points for attending speech meets with the team, even though they are not competing, providing they support and encourage team members by watching their events.
7. Any participant who is reprimanded by a contest director for improper behavior at a speech meet will be penalized 50 points. If this happens more than once during any part of the season, the participant will be removed from the team. Parents of removed team members will be notified of the removal and the reasons for the removal.

Mascot

The official emblem for boys' and girls' athletic teams is the Spartan Head. The mascot cannot be used for non-school-sponsored purposes unless approved by the Superintendent.

Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form and Activities Code that verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.
2. Furnish the high school principal with proof of insurance.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

Student Manager, Helpers, or Activity Aids

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity and completes the Travel Release document adopted by Wakefield Community School. A participant may ride home with an adult if the participant's parent/guardian has signed the Travel Release document adopted by Wakefield Community Schools. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Golf practices that are held in Wayne, students will be allowed to drive themselves to the Wayne Country Club as long as participants have returned the Student Driver Permission, Agreement, and Waiver Form. A legal guardian must sign the document in order for the participant to transport himself or herself to practice.

Attached is a copy of the document:



**Student Driver Permission, Agreement, and Waiver Form
Wakefield Community Schools**

Parent/Guardian Agreement and Liability Waiver

I, the undersigned parent(s)/guardian(s), permit my child (“the Student”),
_____, to drive to and from Wayne and Wakefield
Golf courses for scheduled practices or matches. In granting my permission, I agree to the
following

- As stated in the School’s enrollment contracts, all Wakefield students are classified as “minors” for Wakefield School purposes, even if they are over 18 years of age. I am responsible for the Student as parent/guardian.
- The Student has a current/valid NE state driver’s license; the vehicle’s registration, insurance, and inspection are up to date, and the Student is insured on the vehicle.

- The parent(s)/guardian(s) and/or the Student and/or the driver assume the risk of harm, injury or death to the Student or others, and that by voluntarily allowing the Student to operate his/her own vehicle, the parent(s)/guardian(s) and the Student will hold Wakefield School and its officers and employees free from all liability.
- I agree that I am responsible for deciding when it is safe/unsafe to allow the Student to drive to/from Wakefield School (e.g. poor weather, sickness, fatigue), regardless of any other factors such as Wakefield School’s decisions on “snow days” or “delays.”
- I understand that the Student agrees to drive safely and in accordance with all laws and regulations on and off the Wakefield School campus.
- I understand that the Student must drive straight to the designated location, the student cannot stop off at any other location on their way to practice, must arrive to practice on time, must not leave practice early without the consent of a parent/guardian, and must not in any way abuse the privilege of driving to/from Wakefield School.
- I agree that the student is prohibited from driving other students other than legal siblings to or from practice.
- I agree that the Student is prohibited from driving other students to and from designated locations without express, written consent and release of liability from all parents/guardians involved, including myself.
- I understand that the Student’s car is effectively “off-limits” (no loitering in/around the car) during the practice.
- I agree that the Student has read and agrees to these provisions and the rules in the student agreement.
- I agree that Wakefield School, at its sole discretion, may revoke the Student’s privilege to drive to and from practice for any reason.

Parent/Guardian Name (print) Parent/Guardian Signature Date:

Student Agreement

I, the undersigned Student, have read and agree to the provisions above. I understand that driving to and from Wakefield School to the Wayne Golf Course is a privilege and carries serious responsibilities. I understand that my car is effectively “off-limits” during practice. I agree, under the responsibility of my parent(s)/guardian(s), that driving is a serious responsibility, that I will obey laws and regulations on and off-campus, and that I will in no way abuse the privilege to drive to and from school. I understand that my privilege to drive to and from Wakefield School to the practice location can be revoked at any time and for any reason at the School’s sole discretion.

Student’s Name (print) and Student’s Signature and Date:

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months. Weight lifting in the summer months must include all athletes in grades 7-12 wishing to compete in athletics.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

School Supplied Technology for Coaches

Sports teams are allowed to use iPads or computers to upload stats or results from contests. Coaches that have obtained a device from the Athletic Director or Mrs. Ziska, must return that device at the time of the scheduled Coaching Evaluation. This really pertains to coaches that work outside the building, thus assisting the school district in getting the supplied technology and accessories returned.

SECTION TWO: AVAILABLE ACTIVITIES

Athletic Teams

Basketball (boys and girls)
Football
Golf (boys with the option of girls competing with the boys)
Track (boys and girls)
Volleyball
Wrestling (boys and girls)

Art Club

Membership is open to those students who wish to work on out of class projects such as painting windows in classrooms and painting pictures and designs on the art room walls.

Band

The school district sponsors marching band, pep band, and jazz band in addition to concert band. Participants must be enrolled in band class in order to eligible to participate in these groups.

Cheer Squad

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests.

Drama Club

Play Production is an NSAA sponsored activity open to all students in grades 9-12. The season for Play Production starts in the Fall and ends at the beginning of the Winter season.

Family Career and Community Leadership of America (FCCLA)

FCCLA is an integral part of the Family and Consumer Sciences department. Members should have taken or presently be taking a family and consumer sciences class. Program emphasis for FCCLA is on leadership development, family cooperation and communication, community service and peer education.

Future Business Leaders of America (FBLA)

FBLA is an integral part of the vocational business department and membership is limited to those students with at least one semester of work in the business education field. One of the primary objectives of FBLA is developing leadership and responsibility.

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. We help each student excel. A nonprofit national education association, SkillsUSA serves middle-school, high-school and college/postsecondary students preparing for careers in trade, technical and skilled service occupations.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

Student members shall be selected from the junior and senior classes by the high school faculty. Ten percent of the Junior and Senior classes will be selected each year. The results of the selection will be announced at an honors convocation.

[Include any other information regarding your specific Honor Society chapter/program as you deem appropriate. The National Association recommends several details be included about your program in the [National Honor Society Handbook](#).]

Student Council

The purpose of student government is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty, and to seek to develop a spirit of cooperation, good will, and better understanding with other schools. The organization, operation, and scope of the student government shall be administered by the Superintendent or designee.

One World Club

One World Club promotes student empowerment, helps to improve awareness of diverse issues and makes a positive impact in our community and the lives of its members. It is open to students in grades 9-12.

Educators Rising

Educators Rising consists of students in grades 9-12 that are interested in becoming teachers/coaches.

Speech Team

Students compete in 12 different categories of competition. These include debate, current events speaking, and several theatre-type acting events.

Student Publications

The yearbook is published by the Art, English, and Business class along with the help of its teacher. The annual is financed partially by funds raised from the sale of the books, school sports photography, and Yearbook Ads.

The school newsletter is "Trojan Times." It is published each month by the Art, English, and Journalism classes and their teacher. It is financed in part by advertising and subscription.

SECTION THREE: NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws/>. A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *bona fide* student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend

another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

9. **Student eligibility related to domicile can be attained in the following manners:**
 - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
 - b. If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
 - c. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
 - d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.**
10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall at the transfer high school. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2023-24 school year prior to May 1, 2023; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2023. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted prior to May 1, 2023, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school. (*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)
14. A student shall not participate on an all-star team while a high school undergraduate.
15. A student must maintain his/her amateur status.

NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

Coaching Online Rules Meetings and Certification Trainings

All head coaches of an NSAA sanctioned sports are required to complete an online rules meeting. If this online rules meeting is not completed by the set deadline by the NSAA, head coaches will be required to pay the fine set by the NSAA with their own money. All head and assistant coaches are required to complete the following training videos via the NFHS link on the NSAA Website: Sudden Cardiac Arrest, Heat Acclimatization, and Concussion. These trainings must be renewed every three years as required by the NSAA, but the Wakefield Community School district requires all coaches to complete the Concussion training annually.

SECTION FOUR: CODE OF CONDUCT

All students associated with Wakefield Community Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of, and public confidence in, the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct. Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules. Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

Prohibited Conduct. Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are

being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (Note: the term "under the influence" for school purposes 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 on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).

6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
7. Engaging in hazing as defined by state law and this policy. Hazing is defined as 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 in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the 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, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.
8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone

who has said they want no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums; posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.

9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Option A (Calendar Year): Such conduct is prohibited year-round regardless of whether it occurs on-campus or off-campus. However, punishment for violations that occur during the summer break shall be administered by the coach at his or her discretion.

Option B (School Year): Such conduct is prohibited during the school year, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year.

Option C (Activity Season): Such conduct is prohibited during the activity season, regardless of whether it occurs on-campus or off-campus. Activity season means that period commencing on the first day of an activity practice through the last day of the season or the last scheduled event.

Discipline. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. (including but

not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Evaluation, Counseling, and Treatment. Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the **administration's/coach's/sponsor's** discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident. Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures. Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

Review of Investigator's Decision. A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the Superintendent in writing of their request for a review of the coach or activity sponsor's determination. The Superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance. Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a "CT scan" or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from [A Parent’s Guide to Concussion in Sports](#), National Federation of High School Associations.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

AUTHORIZATION AND ACKNOWLEDGEMENT

**WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY
MAY RESULT FROM ATHLETIC PARTICIPATION**

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent

Printed Name of Parent

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **Option A:** This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the calendar year. I understand that this policy applies both during the school year and in the summer. **Option B:** This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term. **Option C:** This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the activity season. I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Signature of Parent

Printed Name of Parent

Date

