

**Wayne Community Schools
Board of Education Regular Meeting Minutes
July 11, 2016**

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, July 11, 2016 at 5:10 PM. Notice of the meeting and place of agenda was posted at Wayne Community Schools, posted in The Wayne Herald, and online: wayneschools.org. A copy of the Nebraska Open Meetings Act was displayed for the public to read.

Mrs. Wendy Consoli: Absent
Mr. Rod Garwood: Present
Mr. Scott Hammer: Absent
Mr. Ken Jorgensen: Present
Dr. Carolyn Linster: Present
Dr. Jeryl Nelson: Present

I. Call the Meeting to Order

The meeting was called to order at 5:13 p.m.

I.a. Announce Open Meeting Act Posting and Location - Wayne Community Schools, Wayne Public Library, and Wayne Post office.

I.b. Action on Absence and Roll Call

Motion to approve the excused absence of board members, Wendy Consoli and Scott Hammer, passed with a motion by Mr. Rod Garwood and a second by Mr. Ken Jorgensen.

Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

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

Motion to approve agenda, as presented, passed with a motion by Mr. Ken Jorgensen and a second by Dr. Jeryl Nelson.

Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

I.d. Consent Agenda

Motion to approve consent agenda as presented. passed with a motion by Dr. Jeryl Nelson and a second by Mr. Rod Garwood.

Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

I.d.I. Approval of Minutes of Previous Meetings

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

I.e. Personnel

Ashley Rivas has been hired as a part-time kitchen employee and Fatima Reyes as part-time ELL para. Two more are needed for the kitchen. Four para positions and a bi-lingual secretary position still need to be filled.

II. Communications from the Public (Policy 1209) and Requested Presentations

Mr. Knutson reminded the Board the public has a right to speak on anything during the public comment section of the meeting but recommended not to offer any comments back during the Board meeting which could be in violation of the Open Meetings Act. The Board thanked Mr. Eric Knutson for his continuing work with the Board of Education.

III. Annual Hearing and Review Policy 2101 - Authority and Responsibility of the Superintendent, Policy 5002 - Parental Involvement, Policy 5319 - Anti-Bullying, Policy 5400 - Student Fees

The following policies are reviewed annually and require no action.

III.a. Policy 2101 - Authority and Responsibility of the Superintendent

This policy recognizes the Superintendent as CEO.

III.b. Policy 5002 - Parental Involvement

This policy outlines how parents can be involved in the education of their children. This policy aligns with our handbooks.

III.c. Policy 5319 - Anti-Bullying

Mr. Lenihan told the Board of the Stop-It program that has been implemented. The program aligns well with this policy.

III.d. Policy 5400 - Student Fees

This policy is for families that may be in need of funds to help with educational needs. Qualifications for the waiving student fees is based on free and reduced-price meals.

IV. Action Items

IV.a. Old Business

IV.a.I. Second Reading of 2016-2017 K-6 Elementary Handbook

Changes have been made from the recommendations for the June Board Meeting.

IV.b. New Business

IV.b.I. Vote to Amend 2015-2016 Budget

Motion to approve the amendment to the 2015-16 Wayne Community School Budget, as presented, passed with a motion by Mr. Ken Jorgensen and a second by Mr. Rod Garwood.

Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

No further discussion was given.

IV.b.II. First Reading of 2016-2017 Teacher Handbook

Motion to approve the 1st reading of the 2016-17 Teacher Handbook, as presented, passed with a motion by Dr. Jeryl Nelson and a second by Mr. Rod Garwood.

Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

This is a district wide handbook. Mr. Lenihan noted the changes that will be made to the handbook for the upcoming year.

IV.b.III. 2016-2017 Milk Bid

Motion to approve the milk quote from Hiland Dairy in Norfolk, Nebraska, as presented, passed with a motion by Mr. Ken Jorgensen and a second by Mr. Rod Garwood.

Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

The bid from Hiland Dairy Foods was accepted. It was noted that Wayne Community Schools will not be raising the milk prices for the 2016-17 school year.

IV.b.IV. 2016-2017 NRCSA Membership

Motion to approve the annual dues of \$850 for NRCSA (Nebraska Rural Community School Association) membership for the 2016-17 school year, as presented passed with a motion by Mr. Rod Garwood and a second by Dr. Jeryl

Nelson.

Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

The Board approved the membership dues for 2016-2017 and stated that NRCSA is a very good resource to rural schools.

IV.b.V. Chrome Book Quote

Motion to approve the quote from GovConnections for \$25,547.33 for 116 chrome books and a chrome book cart, as presented, passed with a motion by Mr. Rod Garwood and a second by Mr. Ken Jorgensen.

Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

The chrome books are on a four-year rotation. Additional chrome books will be purchased due to the number needed for the senior class. A chrome book cart will be purchased for the Elementary school. This purchase is in the budget.

V. Administration and Board Committee Reports:

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

V.a.I. Superintendent

V.a.I.1. Teacher Evaluation Policies and Procedures

The Nebraska Department of Education approved the teacher evaluation policies and procedures. They were reviewed and are in compliance with the requirements of Rule 10: Regulations and Procedures for the Accreditation of Schools.

V.a.I.2. EMC Insurance Update

Mr. Lenihan explained that Wayne Community Schools received a dividend check from EMC Insurance for Workman's Compensation.

V.a.I.3. NDE Lunch Pricing Waiver Approval

Mr. Lenihan explained the application sent to the Nebraska Department of Education stating that Wayne Community Schools does not want to raise the breakfast and lunch prices for the 2016-2017 school year. WCS has been approved in waiving meal price increases for the 2016-2017 school year.

V.a.I.4. Improving Learning for Children with Disabilities (ILCD) Policy Review

This is a yearly review of policies for Special Education.

V.a.I.5. Attorney Fee Comparison

Mr. Lenihan explained the three year study on attorney fees. He is very pleased with the arrangement that is currently being used.

V.a.II. High School Principal

V.a.III. Special Education Director

V.a.IV. Elementary Principal

V.a.V. Junior High Principal/A.D.

V.b. Board Committees

V.b.I. Foundation and Community Relations - Ken Jorgensen, Rod Garwood, Carolyn Linster, Mark Lenihan, Rocky Ruhl, Lindsay McLaughlin

Dr. McLaughlin thanked everyone for their help with the Chicken Show festivities. She commented that there were twenty-five teams that participated in the golf outing and many attending the dance Saturday evening. There were many people who toured the old Hahn school, High School and Elementary School over the weekend. The Board thanked Dr. McLaughlin for all the work in planning the events.

V.b.II. Curriculum and Americanism - Wendy Consoli, Carolyn Linster, Jeryl Nelson, Misty Bear

The letter went out to all school districts requesting information on sex education curriculum and policies relating to pregnant and parenting students. Mr. Lenihan told the Board that the report will be submitted in August.

V.b.III. Facility/Safety - Travis Meyer, Scott Hammer, Ken Jorgensen, Rod Garwood, Mark Hanson

Lockers will start being installed on Tuesday, July 12, 2016. The electronic hoop raisers have been installed in both buildings. Gym doors will be installed later in the month of July.

V.b.IV. Policy/Title IX - Wendy Consoli, Scott Hammer, Jeryl Nelson, Russ Plager

No report.

V.b.V. Finance (Inc. Transportation & Budget) - Mark Lenihan, Scott Hammer, Rod Garwood, Ken Jorgensen, Rochelle Nelson

There is no update on the budget. Jon Carlson has done a walk through of the locker rooms and cost estimates will be coming in soon.

V.b.VI. Negotiations - Jeryl Nelson, Carolyn Linster, Wendy Consoli, Mark Lenihan

Dr. Nelson stated that discussions should be held soon on negotiation parameters.

VI. Boardsmanship

VI.a. Board Retreat Monday, July 18, 2016, 5:00, at Early Learning Center

VII. Future Agenda Items

Second reading of 2016-2017 Teacher Handbook, Safety Committee meeting, follow-up from Board Retreat, Approval of Transfer of Funds, Chamber Coffee at Early Learning Center, Labor Relations Conference Membership meeting dates, Negotiations parameters, Budget Work Session

VIII. Executive Session (If Needed)

IX. Action Taken from Executive Session (If Needed)

X. Adjournment

Motion to Adjourn Meeting passed with a motion by Mr. Rod Garwood and a second by Dr. Jeryl Nelson.

Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

The meeting was adjourned at 6:07 p.m. The next regular Board meeting will be Monday, August 8, 2016 at 5:00 p.m., at the Wayne Jr/Sr High School Library, Room 407.

Deb Daum, Secretary

**Wayne Community Schools
Board of Education Regular Meeting Minutes
June 13, 2016**

The regular meeting of the Wayne Board of Education was held at the Jr/Sr High School Library, Room 407, Wayne, Nebraska, on Monday, June 13, 2016 at 5:00 PM. Notice of the meeting and place of agenda was posted at the Wayne High School, Wayne Elementary School, Early Learning Center, Wayne Post Office, and Wayne Public Library, online: meeting.nasbonline.org. A copy of the Nebraska Open Meetings Act was displayed for the public to read.

Attendance Taken at 5:00 PM:

Present Board Members:

Mrs. Wendy Consoli
Mr. Rod Garwood
Mr. Scott Hammer
Mr. Ken Jorgensen
Dr. Carolyn Linster
Dr. Jeryl Nelson

I. Call the Meeting to Order

Discussion:

The meeting was called to order at 5:00 p.m. in the Jr/Sr High School Library, Room 407.

I.a. Pledge of Allegiance

I.b. Announce Open Meeting Act Posting and Location - Wayne Community Schools, Wayne Public Library, and Wayne Post office.

I.c. Action on Absence and Roll Call

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

Motion Passed: Motion to approve agenda, as presented, passed with a motion by Mrs. Wendy Consoli and a second by Mr. Rod Garwood. Motion passed with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Rod Garwood	Yes
Mr. Scott Hammer	Yes
Mr. Ken Jorgensen	Yes
Dr. Carolyn Linster	Yes
Dr. Jeryl Nelson	Yes

I.e. Consent Agenda

Motion Passed: Motion to approve Consent Agenda, as presented, passed with a motion by Mr. Rod Garwood and a second by Dr. Jeryl Nelson. Motion passed with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Rod Garwood	Yes
Mr. Scott Hammer	Yes
Mr. Ken Jorgensen	Yes
Dr. Carolyn Linster	Yes
Dr. Jeryl Nelson	Yes

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

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

I.f. Personnel

II. Communications from the Public (Policy 1209) and Requested Presentations -

II.a. Wayne Community Schools Foundation

Discussion:

Wayne Community Schools Foundation donated \$7,500 to the high school for the purchase of new choir robes. The Wayne Community Schools Board of Education has also agreed to contribute \$5,000 towards this purchase.

III. Action Items

III.a. Old Business

III.a.I. Second Reading of 2016-17 Jr/Sr High School Handbook

Motion Passed: Motion to approve the second reading of the 2016-17 Jr/Sr High Student Handbook, as presented, passed with a motion by Mr. Ken Jorgensen and a second by Dr. Jeryl Nelson. Motion passed with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Rod Garwood	Yes
Mr. Scott Hammer	Yes
Mr. Ken Jorgensen	Yes
Dr. Carolyn Linster	Yes
Dr. Jeryl Nelson	Yes

III.b. New Business

III.b.I. Acceptance of Foundation Gift

Motion Passed: Motion to accept the gift of \$7,500 for the purchase of new choir robes for our high school vocal music program passed with a motion by Mr. Rod Garwood and a second by Mrs. Wendy Consoli. Motion passed with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Rod Garwood	Yes
Mr. Scott Hammer	Yes
Mr. Ken Jorgensen	Yes
Dr. Carolyn Linster	Yes
Dr. Jeryl Nelson	Yes

Discussion:

The Board thanked the Wayne Community Schools Foundation for their \$7,500 gift to be used to help purchase new choir robes.

III.b.II. Life and AD&D, Long-Term Disability

Motion Passed: Motion to approve the quoted premiums from Mutual of Omaha for Life, AD & D, and Long-term Disability Insurance, as presented, passed with a motion by Mr. Rod Garwood and a second by Dr. Jeryl Nelson. Motion passed with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Rod Garwood	Yes
Mr. Scott Hammer	Yes
Mr. Ken Jorgensen	Yes
Dr. Carolyn Linster	Yes
Dr. Jeryl Nelson	Yes

Discussion:

The Board approved the quoted premiums from Mutual of Omaha for Life, AD&D, and Long-term Disability Insurance.

III.b.III. ESU Food Cooperative Purchasing

Motion Passed: Motion to approve the 2016-17 Annual Food Service Supply Agreement from the ESU Coordinating Council, as presented, passed with a motion by Dr. Jeryl Nelson and a second by Mrs. Wendy Consoli. Motion carried with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Rod Garwood	Yes
Mr. Scott Hammer	Yes
Mr. Ken Jorgensen	Yes
Dr. Carolyn Linster	Yes
Dr. Jeryl Nelson	Yes

Discussion:

The Board approved the Annual Food Service Supply Agreement from the ESU Coordinating Council for the 2016-2017 school year.

III.b.IV. First Reading of 2016-17 Elementary Handbook

Motion Passed: Motion to approve the first reading of the 2016-17 Elementary School Handbook, as presented, passed with a motion by Mr. Ken Jorgensen and a second by Mr. Scott Hammer. Motion carried with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Rod Garwood	Yes
Mr. Scott Hammer	Yes
Mr. Ken Jorgensen	Yes
Dr. Carolyn Linster	Yes
Dr. Jeryl Nelson	Yes

Discussion:

Mr. Plager discussed some of the changes for the K-6 Elementary Handbook and answered questions from the Board concerning items in the handbook.

IV. Administration and Board Committee Reports:

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

IV.a.I. Superintendent

IV.a.I.1. School Budget Update

Discussion:

Mr. Lenihan presented an expense projection of the 2016-2017 school budget and stated the budget will be finalized soon.

IV.a.I.2. School Survey - Breakfast, Lunch, and Substitute Teacher Rates

Discussion:

Mr. Lenihan did a survey of the local area schools to compare our breakfast, lunch, and substitute rates and found that Wayne Community Schools compares well with them. He suggested Wayne Community Schools keep all of the rates, breakfast, lunch, and substitute teacher, the same as the previous year.

IV.a.I.3. Blue Devil Character Education Program

Discussion:

This program will acknowledge positive character traits in the students. If a student goes above and beyond the normal expectations, they will be awarded a card that will be turned in to their principal or the superintendent for a Blue Devil Buck. This "buck" can be redeemed at the concession stand for an item of the student's choice. Younger students may have an alternative option to choose from. Each month will have a different character trait that will be identified.

IV.a.I.4. Creating A Collaborative Culture to Improve Teaching and Learning - Phil Warrick-Marzano Administrative Leadership Series at ESU 1

Discussion:

The administrative staff attended a two day Marzano training workshop at ESU 1 in Wakefield. Administrators worked on the staff appraisal process. Training will continue throughout the school year.

IV.a.II. High School Principal

Discussion:

Mr. Hanson told the Board that the choir trip to Chicago went very well. He thanked the teachers and sponsors for the great opportunity for the students.

IV.a.III. Special Education Director

Discussion:

Mr. Hight reported on the CPI refresher courses for all of the staff. He noted that he has seen a drop in the In School and Out of School Suspensions since beginning the Crisis Prevention Intervention. Mrs. Bear told the Board that there will be no state writing tests during the 2016-2017 school year. The Early Learning Center qualifies for the USDA Community Eligibility Provision, which means the breakfast and lunches are free for the preschool students for the next four years.

IV.a.IV. Elementary Principal

Discussion:

Mr. Plager stated that the end of the year went well. He thanked the WEB for giving each student a free book at the end of the school year.

IV.a.V. Junior High Principal/A.D.

Discussion:

Mr. Lenihan gave the Jr. High School report due to the absence of Mr. Ruhl. Strength conditioning is going well. State Track went well and our athletes did well. The curtain in the Elementary School gym has been installed. The basketball hoop risers have been installed in the High School and Elementary School, and we are waiting for the electrical to be completed.

IV.b. Board Committees

IV.b.I. Foundation and Community Relations - Ken Jorgensen, Rod Garwood, Carolyn Linster, Mark Lenihan, Rocky Ruhl, Lindsay McLaughlin

Discussion:

An All-Class Reunion is set for Chicken Days weekend. There will be a Cluck-Cluck Golf tournament. Mr. Weber is putting together an All-Alum Band for the Chicken Days parade. School tours, including Hahn School, will be conducted over the weekend. There will be a band playing Saturday evening. One Week of Giving will be in August. This will not take the place of Booster Club card sales or Music Booster sales. More details on this will be coming.

IV.b.II. Curriculum and Americanism - Wendy Consoli, Carolyn Linster, Jeryl Nelson, Misty Bear

Discussion:

Wayne Community Schools received a letter from the State Board of Education stating that our school system is accredited for the 2016-2017 school year.

IV.b.III. Facility/Safety - Travis Meyer, Scott Hammer, Ken Jorgensen, Rod Garwood, Mark Hanson

Discussion:

Mr. Meyer said that summer work is going well. The old lockers are all removed and all of them have been taken. The new lockers have not arrived yet. There will be some concrete work done in replacing broken pieces of sidewalks. He thanked all of his crew for the work they are doing this summer.

IV.b.IV. Policy/Title IX - Wendy Consoli, Scott Hammer, Jeryl Nelson, Russ Plager

Discussion:

Mr. Lenihan told the Board that the Perry Law Firm sent back the template of our school policies. He told the Board that the committee will be going over the policies this summer to align our policies with the numbering system of the state.

IV.b.V. Finance (Inc. Transportation & Budget) - Mark Lenihan, Scott Hammer, Rod Garwood, Ken Jorgensen, Rochelle Nelson

Discussion:

Mr. Lenihan presented the Vehicle Mileage Report to the Board.

IV.b.VI. Negotiations - Jeryl Nelson, Carolyn Linster, Wendy Consoli, Mark Lenihan

Discussion:

Dr. Nelson stated that the committee ordered a Comparability Study for the next step in negotiations.

V. Boardsmanship

Discussion:

Dr. Linster discussed items from the State Law Conference she attended on June 10, 2016.

V.a. Summer Retreat - Early Learning Center, July 18, 5:00 p.m.

V.b. WAED Partners Meeting - June 28th 5:30 - 7:30 PM

VI. Future Agenda Items

Discussion:

Second Reading of K-6 Handbook, First Reading of Teacher Handbook, Third Budget Work Session, ILCD Annual Policy Review, Acknowledgement of Superintendent as CEO of District (Policy 2101), Student Fees (Policy 5400), Parental Involvement (Policy 5002), Anti-bullying (Policy 5319)

VII. Executive Session (If Needed)

VIII. Action Taken from Executive Session (If Needed)

IX. Adjournment

Motion Passed: Motion to Adjourn Meeting passed with a motion by Mr. Scott Hammer and a second by Dr. Jeryl Nelson. Motion passed with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Rod Garwood	Yes
Mr. Scott Hammer	Yes
Mr. Ken Jorgensen	Yes
Dr. Carolyn Linster	Yes
Dr. Jeryl Nelson	Yes

Discussion:

The meeting adjourned at 6:20 p.m. The next Board of Education meeting will be Monday, July 11, 2016, in the Jr/Sr High School Library, Room 407.

Deb Daum, Secretary

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
01 - GENERAL FUND					
	00015801	07/06/2016	Acco Brands USA LLC	guid. supply/coop order	2.37
	00015802	07/06/2016	Alpha Rehabilitation, P.C.	June services	61.34
	00015802	07/06/2016	Alpha Rehabilitation, P.C.	June services	247.32
	00015803	07/06/2016	Aluminum Athletic Equipment Co.	athl. supply/coop order	192.00
	00015803	07/06/2016	Aluminum Athletic Equipment Co.	athl. supply/coop order	96.00
	00015804	07/06/2016	American Broadband CLEC	Prek Phone, Cable internet	271.25
	00015805	07/06/2016	Artificial Rain LLC	sprinkler parts	406.90
	00015806	07/06/2016	Barone Security Solutions	Ann Fire Alarm Insp	2,562.00
	00015807	07/06/2016	B. E. Publishing	JH t. supply	379.75
	00015808	07/06/2016	Black Hills Energy	utilities	44.55
	00015808	07/06/2016	Black Hills Energy	utilities	76.28
	00015809	07/06/2016	Blick Art Materials	JH/HS art supplies	815.28
	00015809	07/06/2016	Blick Art Materials	JH/HS art supplies	1,630.57
	00015810	07/06/2016	Bomgaars	Bldg, Grounds, Cust, Ind Tech	146.94
	00015810	07/06/2016	Bomgaars	Bldg, Grounds, Cust, Ind Tech	665.66
	00015810	07/06/2016	Bomgaars	Bldg, <u>Grounds</u> , Cust, Ind Tech	81.38
	00015810	07/06/2016	Bomgaars	<u>Bldg</u> , Grounds, Cust, Ind Tech	579.21
	00015811	07/06/2016	Boone Central Schools	Prek Services	278.25
	00015812	07/06/2016	BSN Sports, LLC	athl. supply/coop order	68.57
	00015812	07/06/2016	BSN Sports, LLC	athl. supply/coop order	137.15
	00015813	07/06/2016	Carhart Lumber Company	sped fasteners, <u>other fastener</u>	10.48
	00015813	07/06/2016	Carhart Lumber Company	<u>sped fasteners</u> , other fastener	19.98
	00015814	07/06/2016	Carolyn Linster	mileage & Meals , school Law s	232.46
	00015815	07/06/2016	Cascio/Interstate Music	ES music supplies	4.29
	00015815	07/06/2016	Cascio/Interstate Music	ES music supplies	59.58
	00015816	07/06/2016	CDI Computer Dealers Inc.	backup server	318.75
	00015816	07/06/2016	CDI Computer Dealers Inc.	backup server	1,168.75
	00015816	07/06/2016	CDI Computer Dealers Inc.	backup server	637.50
	00015817	07/06/2016	CENGAGE Learning	HS texts	572.00
	00015818	07/06/2016	Chem Scientific, LLC	HS science lab supply	84.93
	00015819	07/06/2016	Chemsearch	EI cont Water Treat prog	982.90
	00015820	07/06/2016	City Of Wayne	utilities	345.99
	00015820	07/06/2016	City Of Wayne	utilities	7,307.25
	00015820	07/06/2016	City Of Wayne	utilities	1,165.03
	00015820	07/06/2016	City Of Wayne	utilities	1,115.43
	00015820	07/06/2016	City Of Wayne	utilities	8,771.53
	00015821	07/06/2016	Computers Etc.	ES t. supply/coop order	51.18
	00015822	07/06/2016	Dakota Potters Supply	JH art supplies	461.62
	00015823	07/06/2016	Daves Dry Cleaning	Clean Band uniforms	863.50
	00015824	07/06/2016	Demco, Inc.	HS libr. supply	146.02
	00015825	07/06/2016	Doescher Appliance	repair Maint dryer	12.50
	00015826	07/06/2016	Eakes Office Solutions	print order -envelopes/office	659.80
	00015826	07/06/2016	Eakes Office Solutions	print order -envelopes/office	509.80
	00015827	07/06/2016	Egan Supply Co.	Custodial Supplies	234.61
	00015827	07/06/2016	Egan Supply Co.	<u>carpet floor mats</u> , other floor	428.22
	00015827	07/06/2016	Egan Supply Co.	Custodial Supplies	403.93
	00015827	07/06/2016	Egan Supply Co.	carpet floor mats, <u>other floor mats</u>	178.04
	00015828	07/06/2016	EPS Literacy & Intervention	ES t. supply	187.77
	00015829	07/06/2016	ESU #1	Services 3/21/16 to 5/22/16	1,268.75

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
	00015829	07/06/2016	ESU #1	Services 3/21/16 to 5/22/16	21,025.00
	00015829	07/06/2016	ESU #1	Services 3/21/16 to 5/22/16	10,836.63
	00015829	07/06/2016	ESU #1	Services 3/21/16 to 5/22/16	2,304.38
	00015829	07/06/2016	ESU #1	Services 3/21/16 to 5/22/16	15,561.00
	00015829	07/06/2016	ESU #1	World Book online	220.11
	00015829	07/06/2016	ESU #1	J.Hansen conf	40.00
	00015829	07/06/2016	ESU #1	World Book online	60.03
	00015829	07/06/2016	ESU #1	Fine Arts, Canvas, NSSRS Workd	15.00
	00015829	07/06/2016	ESU #1	World Book online	120.06
	00015829	07/06/2016	ESU #1	Fine Arts, Canvas, NSSRS Workd	30.00
	00015829	07/06/2016	ESU #1	Fine Arts, Canvas, NSSRS Workd	15.00
	00015829	07/06/2016	ESU #1	Services 3/21/16 to 5/22/16	18,117.95
	00015829	07/06/2016	ESU #1	Services 3/21/16 to 5/22/16	9,150.00
	00015829	07/06/2016	ESU #1	Fine Arts, Canvas, NSSRS Workd	30.00
	00015829	07/06/2016	ESU #1	Services 3/21/16 to 5/22/16	2,834.78
	00015829	07/06/2016	ESU #1	Fine Arts, Canvas, NSSRS Workd (7 Pcs)	30.00
	00015829	07/06/2016	ESU #1	Fine Arts, Canvas, NSSRS Workd	30.00
	00015830	07/06/2016	Everything Medical LLC	athl. supply/coop order	173.72
	00015830	07/06/2016	Everything Medical LLC	athl. supply/coop order	86.86
	00015831	07/06/2016	Famer Company	HS, 7/5 Supt cust, coffe supp	19.49
	00015831	07/06/2016	Famer Company	HS, 7/5 Supt cust, coffe supp	19.49
	00015831	07/06/2016	Famer Company	HS, 7/5 Supt cust, coffe supp	19.48
	00015831	07/06/2016	Famer Company	HS, 7/5 Supt cust, coffe supp	19.48
	00015832	07/06/2016	First National Bank Omaha	Barbell clamps & fotballs	479.70
	00015832	07/06/2016	First National Bank Omaha	Ind tech, HS pe	181.03
	00015832	07/06/2016	First National Bank Omaha	Ind tech, HS pe	619.74
	00015832	07/06/2016	First National Bank Omaha	Barbell clamps & fotballs	107.03
	00015833	07/06/2016	Follett School Solutions, Inc.	HS libr. books	62.18
	00015833	07/06/2016	Follett School Solutions, Inc.	HS libr. books	-30.49
	00015833	07/06/2016	Follett School Solutions, Inc.	HS libr. books	519.06
	00015834	07/06/2016	Fredrickson Oil Company	Tire Repair	10.88
	00015835	07/06/2016	Gerhold Concrete Co., Inc.	retaining wall supplies	211.94
	00015836	07/06/2016	Gill Hauling, Inc.	Sanitation	535.00
	00015836	07/06/2016	Gill Hauling, Inc.	Extra to clean out HS shop	764.24
	00015837	07/06/2016	Gopher	JH P.E. equip.	99.77
	00015837	07/06/2016	Gopher	JH P.E. equip.	500.00
	00015838	07/06/2016	Grossenburg Implement, Inc.	mower & grounds parts	23.00
	00015838	07/06/2016	Grossenburg Implement, Inc.	mower & grounds parts	159.13
	00015838	07/06/2016	Grossenburg Implement, Inc.	mower & grounds parts	36.19
	00015839	07/06/2016	Handwriting Without Tears	ES texts	2,374.29
	00015840	07/06/2016	Heartland Fire Protection Co.	maint Inspect I rep fire extin	770.00
	00015840	07/06/2016	Heartland Fire Protection Co.	maint Inspect I rep fire extin	668.65
	00015841	07/06/2016	HRdirect	school year attendance sheets	57.74
	00015842	07/06/2016	Huskerland Prep Report	JH periodical	64.00
	00015843	07/06/2016	La Quinta Inns and Suites - Kearney	lodging/School Law Seminar	105.00
	00015844	07/06/2016	Lee French Bleacher Repair	Annual Bleacher inspect & main	876.00
	00015845	07/06/2016	Lindsay Ann Burke Memorial Fund	HS guidance supply	99.00
	00015846	07/06/2016	Linx Educational	HS texts	346.23
	00015847	07/06/2016	Lutt Oil	Prin, Supt, Sped, Dr.Ed, <u>Picku</u>	322.00
	00015847	07/06/2016	Lutt Oil	Prin, Supt, Sped, <u>Dr.Ed</u> , <u>Picku</u>	741.75

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
	00015847	07/06/2016	Lutt Oil	Prin, Supt, Sped, Dr.Ed, Picku	181.60
	00015847	07/06/2016	Lutt Oil	Prin, Supt, Sped, Dr.Ed, Picku	36.00
	00015847	07/06/2016	Lutt Oil	Prin, Supt, Sped, Dr.Ed, Picku	52.60
	00015847	07/06/2016	Lutt Oil	Prin, Supt, Sped, Dr.Ed, Picku	30.34
	00015848	07/06/2016	Melody Hill	keyboard	31.01
	00015849	07/06/2016	Mid States School Bus, Inc.	zs fuel	909.43
	00015850	07/06/2016	Musician's Friend	music stands	433.04
	00015851	07/06/2016	NASCO	FACS equip.	9.40
	00015851	07/06/2016	NASCO	FACS equip.	60.93
	00015852	07/06/2016	Nebraska Council Of School	M.Hanson, Handbook Wksh	300.00
	00015852	07/06/2016	Nebraska Council Of School	career ed. conf./Carl Perkins	200.00
	00015853	07/06/2016	NCS Pearson, Inc.	Power School support	166.92
	00015853	07/06/2016	NCS Pearson, Inc.	Power School support	612.04
	00015853	07/06/2016	NCS Pearson, Inc.	Power School support	333.84
	00015853	07/06/2016	NCS Pearson, Inc.	testing supplies	593.78
	00015854	07/06/2016	Northeast Nebraska Insurance	R.Nelson, Peters, bonds	850.00
	00015855	07/06/2016	Novacoast	software service	960.00
	00015855	07/06/2016	Novacoast	software service	1,760.00
	00015855	07/06/2016	Novacoast	software service	240.00
	00015855	07/06/2016	Novacoast	software service	240.00
	00015856	07/06/2016	Nebraska Rural Community Schools	membership dues - Lenihan	850.00
	00015857	07/06/2016	O'Keefe Elevator Co, Inc.	Elevator Inspection	525.25
	00015858	07/06/2016	One Source	background checks (4)	80.00
	00015859	07/06/2016	Percussion Source/West Music	HS band instruments	494.70
	00015860	07/06/2016	Perry, Guthery, Haase &	June services	94.34
	00015861	07/06/2016	Pieper & Knutson	April, May & June Serv	990.00
	00015862	07/06/2016	PITSCO Education	ind. tech. equip.	48.80
	00015863	07/06/2016	Plank Road Publishing, Inc.	ES music	132.45
	00015864	07/06/2016	Rainbow Resource Center	ES t. supply	29.89
	00015865	07/06/2016	Really Good Stuff, Inc.	ES t. supply	48.86
	00015865	07/06/2016	Really Good Stuff, Inc.	ES t. supply	48.92
	00015866	07/06/2016	Rochester 100 Inc.	ES t. supply	681.25
	00015867	07/06/2016	Susan Holdstedt (DBA S&H Tax Service)	July 125 fees	155.00
	00015868	07/06/2016	School Specialty/Classroom Direct	ES t. supply	56.29
	00015869	07/06/2016	Scholastic Book Clubs	ES t. supply	260.00
	00015870	07/06/2016	Scholastic Inc.	ES guidance supply	86.57
	00015870	07/06/2016	Scholastic Inc.	HS t. supply	125.27
	00015871	07/06/2016	School Specialty Inc.	ES principals supply	87.47
	00015871	07/06/2016	School Specialty Inc.	band room chairs/furn.	670.50
	00015871	07/06/2016	School Specialty Inc.	ES t. supply	28.43
	00015871	07/06/2016	School Specialty Inc.	ES t. supply	79.90
	00015871	07/06/2016	School Specialty Inc.	band room chairs/furn.	670.50
	00015872	07/06/2016	S.D. 17 Petty Cash Account	annual Support to WI fi contro	82.94
	00015872	07/06/2016	S.D. 17 Petty Cash Account	annual Support to WI fi contro	304.13
	00015872	07/06/2016	S.D. 17 Petty Cash Account	algebra tutoring hours	100.00
	00015872	07/06/2016	S.D. 17 Petty Cash Account	Pp order Ind Tech supplies	132.00
	00015872	07/06/2016	S.D. 17 Petty Cash Account	annual Support to WI fi contro	135.89
	00015873	07/06/2016	Sharon Van Cleave	Powerschool, mileage	17.28
	00015874	07/06/2016	Sherwin-Williams Co.	paint	190.70
	00015874	07/06/2016	Sherwin-Williams Co.	bldg. maint.	413.69

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
	00015875	07/06/2016	Social Studies School Service	ES guidance supply	148.74
	00015875	07/06/2016	Social Studies School Service	ES guidance supply	25.70
	00015876	07/06/2016	SPORTS IMPORTS	JH athl. equip.	2,174.55
	00015877	07/06/2016	Sunnyview Place, LLC	Prek Rent 7/16 through 6/30/17	25,914.00
	00015877	07/06/2016	Sunnyview Place, LLC	Prek Rent 7/16 through 6/30/17	22,086.00
	00015878	07/06/2016	Taylor Music	HS band instrument	1,950.00
	00015878	07/06/2016	Taylor Music	JH band instruments/repair	479.68
	00015878	07/06/2016	Taylor Music	JH band instruments/repair	47.32
	00015879	07/06/2016	Teacher Direct	ES t. supply	78.15
	00015879	07/06/2016	Teacher Direct	ES t. supply	197.77
	00015879	07/06/2016	Teacher Direct	ES t. supply	94.98
	00015880	07/06/2016	Teacher's Discovery	Posters	100.25
	00015881	07/06/2016	Unlimited Landscaping	bed maintenance	60.00
	00015882	07/06/2016	Verizon Wireless	T.meyer phone	47.91
	00015883	07/06/2016	YouthLight Inc.	ES guidance supply	86.73
	00015884	07/06/2016	Zach Heating and Cooling	Maint in HS Boiler room	7.75
	00015884	07/06/2016	Zach Heating and Cooling	Maint in HS Boiler room	140.00
	000EFT70	07/06/2016	State Nebraska Bank and Trust Co.	Bank fees	105.68
01 - GENERAL FUND Totals:					197,774.04
Report Total:					197,774.04

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
01 - GENERAL FUND					
	00015886	07/07/2016	Broad Reach	EL Library Books	348.44
	00015887	07/07/2016	Eakes Office Solutions	supplies	479.83
	00015887	07/07/2016	Eakes Office Solutions	Large office shredder	1,595.40
	00015887	07/07/2016	Eakes Office Solutions	supplies	659.68
	00015887	07/07/2016	Eakes Office Solutions	supplies	239.92
	00015888	07/07/2016	EBSCO	HS periodicals	379.72
	00015889	07/07/2016	Flinn Scientific, Inc.	science equip./2 balances	293.75
	00015889	07/07/2016	Flinn Scientific, Inc.	science equip./2 balances	293.76
	00015889	07/07/2016	Flinn Scientific, Inc.	science lab supply	124.51
	00015889	07/07/2016	Flinn Scientific, Inc.	science lab supply	446.97
	00015890	07/07/2016	Gerhold Concrete Co., Inc.	7/8 Retaining Wall	155.28
	00015891	07/07/2016	Marco, Inc.	Copier and Printer Lease	362.97
	00015891	07/07/2016	Marco, Inc.	Copier and Printer Lease	2,989.00
	00015892	07/07/2016	Mosaic @ Bethphage Village	June Services	3,515.40
	00015893	07/07/2016	Nebr. Assoc. Of School Boards	School Law Seminar/C. Linster	155.00
	00015893	07/07/2016	Nebr. Assoc. Of School Boards	workshop/D. Daum	75.00
	00015894	07/07/2016	Northeast Nebraska News Company	employment ads	200.00
	00015894	07/07/2016	Northeast Nebraska News Company	employment ads	120.00
	00015895	07/07/2016	Oshkosh Correctional Institution	textbook/Vision	2,950.00
	00015896	07/07/2016	Paper 101	annual paper buy	2,445.32
	00015896	07/07/2016	Paper 101	annual paper buy	145.08
	00015896	07/07/2016	Paper 101	annual paper buy	4,638.27
	00015896	07/07/2016	Paper 101	annual paper buy	1,222.65
	00015897	07/07/2016	Pyramid School Products	supplies/coop order	1.23
	00015897	07/07/2016	Pyramid School Products	supplies/coop order	36.18
	00015897	07/07/2016	Pyramid School Products	supplies/coop order	14.88
	00015897	07/07/2016	Pyramid School Products	supplies/coop order	154.90
	00015897	07/07/2016	Pyramid School Products	supplies/coop order	73.58
	00015897	07/07/2016	Pyramid School Products	supplies/coop order	391.50
	00015897	07/07/2016	Pyramid School Products	supplies/coop order	783.00
	00015897	07/07/2016	Pyramid School Products	supplies/coop order	272.33
	00015897	07/07/2016	Pyramid School Products	supplies/coop order	136.17
	00015897	07/07/2016	Pyramid School Products	supplies/coop order	353.91
	00015897	07/07/2016	Pyramid School Products	supplies/coop order	13.80
	00015897	07/07/2016	Pyramid School Products	supplies/coop order	21.90
	00015898	07/07/2016	Riddell/All American Sports Corp.	supplies/coop order	10.50
	00015898	07/07/2016	Riddell/All American Sports Corp.	supplies/coop order	155.40
	00015898	07/07/2016	Riddell/All American Sports Corp.	supplies/coop order	42.50
	00015899	07/07/2016	School Specialty Inc.	supplies/coop order	230.21
	00015899	07/07/2016	School Specialty Inc.	supplies/coop order	22.12
	00015899	07/07/2016	School Specialty Inc.	supplies/coop order	391.11
	00015899	07/07/2016	School Specialty Inc.	supplies/coop order	67.31
	00015899	07/07/2016	School Specialty Inc.	supplies/coop order	36.43
	00015899	07/07/2016	School Specialty Inc.	ES t. supply	480.62
	00015899	07/07/2016	School Specialty Inc.	supplies/coop order	258.92
	00015899	07/07/2016	School Specialty Inc.	supplies/coop order	266.44
	00015899	07/07/2016	School Specialty Inc.	supplies/coop order	133.22
	00015899	07/07/2016	School Specialty Inc.	supplies/coop order	139.12
	00015899	07/07/2016	School Specialty Inc.	supplies/coop order	1.16

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
	00015899	07/07/2016	School Specialty Inc.	supplies/coop order	18.21
	00015899	07/07/2016	School Specialty Inc.	supplies/coop order	88.99
	00015900	07/07/2016	S.D. 17 Activity Fund	Transfer to Actifity	10,000.00
	00015901	07/07/2016	S.D. 17 Lunch Fund	Transfer to Lunch Fund	10,000.00
	00015902	07/07/2016	Shopko Stores Operating Co., LLC	Prek supplies	119.90
	00015903	07/07/2016	Tri-State Sew & Vac, Inc.	FACS repair/supplies	79.95
	00015903	07/07/2016	Tri-State Sew & Vac, Inc.	FACS repair/supplies	1,045.00
	00015904	07/07/2016	U.S. Bank	Prek, Cof, HAL, <u>Supplies</u> , Text <i>Facs</i>	101.70
	00015904	07/07/2016	U.S. Bank	Prek, Cof, HAL, <u>Supplies</u> , Text <i>HS + Snop</i>	185.05
	00015904	07/07/2016	U.S. Bank	Prek, Cof, HAL, <u>Supplies</u> , Text <i>Supt Travel</i>	40.02
	00015904	07/07/2016	U.S. Bank	Prek, Cof, HAL, <u>Supplies</u> , Text <i>Pre K</i>	119.21
	00015904	07/07/2016	U.S. Bank	Prek, Cof, HAL, <u>Supplies</u> , Text <i>HS</i>	1,074.03
	00015904	07/07/2016	U.S. Bank	Prek, Cof, HAL, <u>Supplies</u> , Text <i>Guidance</i>	6.96
	00015904	07/07/2016	U.S. Bank	Prek, Cof, HAL, <u>Supplies</u> , Text <i>Sped Conf</i>	181.92
	00015904	07/07/2016	U.S. Bank	Prek, Cof, HAL, <u>Supplies</u> , Text <i>Hal</i>	107.96
	00015904	07/07/2016	U.S. Bank	Prek, Cof, HAL, <u>Supplies</u> , Text <i>Sped</i>	137.94
	00015904	07/07/2016	U.S. Bank	Prek, Cof, HAL, <u>Supplies</u> , Text <i>Pre K Travel EXP</i>	238.43
	00015904	07/07/2016	U.S. Bank	Prek, Cof, HAL, <u>Supplies</u> , Text <i>Supt.</i>	153.36
	00015905	07/07/2016	Ward's Science	science lab supply	645.21
	00015905	07/07/2016	Ward's Science	science lab supply	67.24
	00015905	07/07/2016	Ward's Science	science lab supply	62.79
	00015906	07/07/2016	Wayne Herald/Morning Shopper	Web, Legals	100.00
	00015906	07/07/2016	Wayne Herald/Morning Shopper	Web, Legals	930.13

01 - GENERAL FUND Totals: 53,828.39

Report Total: 53,828.39

ALL Data

Checks for Payment Listing

Arranged by:
Check Number

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
09 - Depreciation					
	00015800	07/06/2016	Virco Inc.	7/8 Desks	5,953.49
	00015800	07/06/2016	Virco Inc.	HS Chairs	1,218.90
				09 - Depreciation Totals:	7,172.39
				Report Total:	7,172.39

ALL Data

Checks for Payment Listing

Arranged by:
Check Number

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
01 - GENERAL FUND					
	00015907	07/08/2016	Blick Art Materials	art supplies	80.63
	00015907	07/08/2016	Blick Art Materials	art supplies	161.27
	00015908	07/08/2016	Eakes Office Solutions	SPED staff desk	532.21
	00015909	07/08/2016	Electronic Contracting Company	Qtly Fee, Monitor Both Build	81.00
	00015909	07/08/2016	Electronic Contracting Company	Qtly Fee, Monitor Both Build	81.00
				01 - GENERAL FUND Totals:	936.11
				Report Total:	936.11

ALL Data

Consolidated Check Listing

Arranged by:
Check Number

Direct Dep.	Check	Check Date	Payable To	Amount
09 - Depreciation				
	00015885	07/06/2016	School Specialty Inc.	1,371.30
			09 - Depreciation Totals:	<u>1,371.30</u>
			Report Total:	<u>1,371.30</u>

Check Summary Report

Date: 06/01/2016 thru 06/30/2016

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
16-10367	O	06/01/2016	NSAA	<i>Athletic</i>	2016-2017 ACTIVITIES REG.	930.00
16-10368	O	06/01/2016	PRO SHOP-WAYNE COUNTRY	"	GOLF INVITE, 5/5	866.00
16-10369	O	06/01/2016	HAUFF MID-AMERICA	"	SUPPLIES	47.97
16-10370	O	06/01/2016	CHARTWELLS	"	ATHLETIC BANQUET	1,598.00
16-10371	O	06/01/2016	CLASSIC SPORTSWEAR &	"	APPAREL	3,203.85
16-10372	O	06/01/2016	LINDSAY MCLAUGHLIN	<i>GB</i>	REIMB./SKILLS CAMP	52.43
16-10373	O	06/01/2016	WSC WOMEN'S BASKETBALL	"	SUMMER LEAGUE AND <i>TEAM CAMP</i>	1,100.00
16-10374	O	06/01/2016	SCHOOL SPECIALTY SUPPLY	<i>Art Club</i>	CLASSROOM ORGANIZERS	504.88
16-10375	O	06/01/2016	GROSSENBURG IMPLEMENT	<i>Power Drive</i>	PARTS	231.09
16-10376	O	06/03/2016	WAYNE GREENHOUSE, INC.	<i>Seniors</i>	GRADUATION FLOWERS	459.00
16-10377	O	06/03/2016	AMSTERDAM PRINTING &	<i>St. Council</i>	PLANNERS	280.18
16-10378	O	06/03/2016	LINPEPCO - SIOUXLAND	"	VENDING MACHINE	95.00
16-10379	O	06/03/2016	LINPEPCO - SIOUXLAND	<i>Grades</i>	VENDING MACHINE	89.50
16-10380	O	06/03/2016	LINPEPCO - SIOUXLAND	<i>TR</i>	TR CONCESSIONS	57.00
16-10381	O	06/03/2016	STADIUM SPORTS	<i>Resource/TR</i>	<i>apparel/TR ribbons</i>	1,929.75
16-10382	O	06/07/2016	COPY WRITE	<i>musical</i>	SHIP SCRIPTS BACK	50.52
16-10383	O	06/07/2016	SHOPKO	<i>Grades</i>	SUPPLIES FOR IMPACT GROUP	85.03
16-10384	O	06/07/2016	FIRST NATIONAL BANK	<i>JH Science/Adm. Lodging/State Science Fair</i>		510.60
16-10385	O	06/09/2016	BOMGAARS	<i>Omaha</i>	<i>Donuts - Golf Invite</i>	125.21
16-10386	O	06/09/2016	U. S. BANK	<i>Power Drive</i>	DONUTS FOR BUS DRIVERS	8.40
16-10387	O	06/14/2016	NCA	<i>Staff Support</i>	MEMBERSHIP FOR K. <i>Varley</i>	45.00
16-10388	O	06/14/2016	VS ATHLETICS	<i>Athletic</i>	MEASURE STICK/POLE <i>Vault</i>	207.00
16-10389	O	06/14/2016	S & S WORLDWIDE	<i>Athletic / JH</i>	SUPPLIES/COOP ORDER	132.59
16-10390	O	06/14/2016	ROB SWEETLAND	<i>BB</i>	REIMB./REFS FOR TEAM	80.00
16-10391	O	06/14/2016	GODFATHER'S PIZZA	<i>TR</i>	TR CONCESSIONS	128.00
16-10392	O	06/14/2016	FARNER COMPANY	<i>Concessions</i>	POPCORN	21.51
16-10393	O	06/14/2016	CORINNE'S COSTUMES	<i>musical</i>	COSTUME RENTAL	150.00
16-10394	O	06/14/2016	WAYNE AUTO PARTS	<i>Power Drive</i>	SUPPLIES	57.19
16-10395	O	06/14/2016	PAC 'N' SAVE	<i>Resource</i>	LUNCHES/SPRING SPRINTS	300.00
16-10396	O	06/14/2016	JOAN HANSEN	<i>Grades</i>	REIMB./SUPPLIES	175.87
16-10397	O	06/14/2016	SCHOLASTIC BOOK FAIRS	"	BOOK FAIR	3,604.16
16-10398	O	06/14/2016	CLASSIC SPORTSWEAR &	<i>Athletic</i>	APPAREL	3,362.43
16-10399	O	06/16/2016	GODFATHER'S PIZZA	<i>awards</i>		219.00
16-10400	O	06/28/2016	HOFFMAN'S HOOPS	<i>Art Club/TR</i>		640.00
16-10401	O	06/28/2016	NORFOLK CATHOLIC BOYS	<i>BB</i>	TRAINING	100.00
16-10402	O	06/28/2016	JALEN BARRY	"	CAMP	100.00
				"	TRAINING	150.00

Report Total: 21,597.16

PIEPER & KNUTSON

ATTORNEYS AT LAW
218 Main Street, PO Box 427
Wayne, Nebraska 68787
Phone: (402) 375-3585/Fax: (402) 375-3048

Michael E. Pieper
Eric W. Knutson

E-Mail: waynelaw@huntel.net

July 7, 2016

Re: School Board Meetings; Communications from the Public

Dear School Board Member:

I am writing this letter to explain my position on public communications during a School Board meeting which was mentioned at the June meeting. Although I realize you all have a grasp of public communications in relation to the Nebraska Open Meetings Act, this letter is to serve as a reminder on the matter.

Part of the Nebraska Open Meetings Act dictates the public be given reasonable advance notice of a meeting's agenda. NEB. REV. STAT. § 84-1411(1). "Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the time of the meeting." NEB. REV. STAT. § 84-1411(1). The reasoning for this requirement is simple: the public needs to know which specific topics are to be discussed at the meeting so a member of public can determine whether he or she would like to attend the meeting to listen or learn about that specific subject.

During the Wayne Community School Board meetings, the public is provided the opportunity to speak to you if they sign in. However, sometimes the subject of the communication is unknown. In this instance, I want to advise the Board of a potential issue which may be best explained via an example. Using the recent school bond issue as an example topic –

A meeting's agenda has no mention of the school bond issue as an agenda item. Interested members of the public decide to not attend that meeting because the bond issue is not going to be discussed. At the Board meeting, a member of the public signs in and asks questions to the Board about the potential school bond issue. The Board members or school officials answer questions, provide opinions, and generally discuss the topic of a school bond. The next day, a group of school bond supporters (or opponents) discover the bond issue was discussed at the meeting and are upset they were not able to share their feelings on the subject.

In this example, there is a potential violation of the Nebraska Open Meetings Act because a non-agenda item became part of the School Board meeting. For this very reason, some public bodies do not allow an open public comment period, and only permit public comments on specific agenda items.

But perhaps even more importantly, the public may feel it is unfair for the Board to discuss any subject not in the agenda. Using my aforementioned school bond example, members of the public may be upset they were not able to have their voices heard about the school bond and may feel the Board did not allow equal participation in the debate. Thus, it would be best to merely listen to a member of public during a School Board meeting, rather than actively *participate* in the discussion.

I have discussed this issue with Nebraska Association of School Boards attorney Rex Schultze. He believes an open comment period is permissible by law, but strongly advised the Board to follow its adopted policy. Our policy on the public comment period states, in pertinent part, **“This portion of the Board’s agenda is for citizens to present information or to express opinions to the Board.”** Wayne Community School Board of Education Policy 1209. As you can see, it does not mention speaking, answering, or offering opinions to those citizens.

Therefore, I recommend members of Wayne Community School Board of Education, as well as school staff, listen *but not participate* during the public comment period of a meeting if a topic is not listed on the agenda. Instead, allow the public to address the Board and staff, and if you wish to follow up with the public regarding relevant topic(s), you may do so at any time other than a Board meeting. This may seem trivial, but I feel it accomplishes two objectives: it prevents any potential liability for violating the Nebraska Open Meetings Act, and it removes any notion the Board is unfair.

If you should have any questions about this recommendation, the Nebraska Open Meetings Act, or any legal matter regarding school law, please do not hesitate to contact me via email, phone, or in person.

Sincerely,
PIEPER & KNUTSON



Eric W. Knutson
Attorney at Law

Policy 2101
ADMINISTRATION

Authority and Responsibility of the Superintendent

The administration of the District in all its aspects, except as otherwise provided by law, is delegated to the Superintendent who shall carry out the executive and administrative functions in accordance with the policies adopted by the Board. The School Board shall establish the Superintendent as CEO of the Wayne Community Schools District 17 annually at the July meeting of the Board of Education.

The execution of all decisions made by the Board shall be delegated to the Superintendent.

First Reading (New Revision): March 11, 2013

Date of Adoption (or Last Revision): April 8, 2013

Related Policies and Regulations:

Legal Reference:

Last Review Date: July 13, 2015

Policy 5002

Students

Title I Parental Involvement Policy

Wayne Community Schools commits to meeting all requirements of the No Child Left Behind Act of 2001 as they apply to all Title I programs conducted within the District. This Policy and all procedural steps included in the implementation of this Policy have been developed jointly with parents and will be reviewed, evaluated regarding its effectiveness, and updated annually at a scheduled meeting for this purpose, held at a convenient time for staff and parents. Parents are encouraged to provide input into such review, evaluation and possible revisions. This Policy will be distributed to all parents annually, in a language that parents can understand.

The District recognizes the unique needs of students who are being served through the Title I Program and stresses the importance of parental involvement in the academic success of their children. Opportunities will be provided for parent involvement in their child's education in the following manner:

1. Parents will be involved in the planning, review, and improvement of the Parent Involvement Policy and School/Parent Compact through at least one annual meeting held at a convenient time.
 - An annual meeting will be held with parents to inform them about their child's participation in the Title I Program, explaining what Title I is and the requirements associated with it. This meeting is held each fall.
2. The District will strive to increase opportunities that will help build the capacity for strong parental involvement in all aspects of the District's progress.
 - The school district will build capacity through workshops, meetings, volunteer opportunities within the school and materials providing assistance to parents of children served by the school(s).
3. Parents will be provided timely information regarding the District's curriculum, academic assessments used, and proficiency levels expected of all students through a variety of communication methods utilized by the District to inform and involve parents as a partner in their child's academic success.
 - This will be done through the student handbook, curriculum nights, parent/teacher conferences, report cards and progress reports along with frequent newsletters.
4. Parents will be provided opportunities to participate, as appropriate, in decisions relating to the education of their children regarding such matters as curriculum, assessments and student performance standards as well as the planning of effective parental involvement activities.
 - This will include the development of the District's School Improvement Plan, Title I Targeted Assistance of Schoolwide Self-Review documents and/or Title I Schoolwide Plan, as well as participating in the Parent Advisory Board, WEB and climate surveys. Activities will be

individualized by the buildings and accommodate family needs. These may include activities such as: math night, reading night, workshops for parents, etc.

5. The District will coordinate and integrate parental involvement programs and activities with other community programs.

- These may include programs such as: WCS Early Learning Center, Head Start, Title III and Migrant programs, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers program, public library, etc.

6. Parents will be provided assistance, opportunities, and/or materials to help them understand the topics relating to their child's academic achievement in a format, and when feasible, in a language they can understand. This includes participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.

- These opportunities will be provided by the school staff through a variety of means of communication such as parent/teacher conferences, handbooks, progress reports, newsletters and other school publications.

7. The District will conduct an annual evaluation of the content and effectiveness of the parental involvement policy.

- A survey of parents is conducted to determine if their needs have been met and barriers prohibiting their participation in their child's education have been identified and reduced.

First Reading (New Revision): April 11, 2016

Date of Adoption (or Last Revision): May 9, 2016

Related Policies and Regulations: Administrative Regulations 5002

Legal Reference:

Policy 5319 STUDENTS

Anti-Bullying

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

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

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

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

First Reading (New or Revision): September 8, 2008

Date of Adoption (or Last Revision): October 13, 2008

Related Policies and Regulations:

Legal References: Laws 2008, LB 205

Student Discipline Act, Neb. Rev. Stat. ' ' 79-254 to 79-296

NDE February 2003 State Board Action; Reaffirmed December 2005

Last Review Date: July 13, 2015

Policy 5400 STUDENTS

Student Fees

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

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

The District does provide activities, programs, and services, to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. Such student and parent contributions have included: students coming to school with the basic clothing and personal supplies to be successful in the classroom (eg., clothing, shoes, pencils, pens, paper, notebooks, calculators, and the like), students bringing their own or paying the reasonable cost of specialized equipment or supplies for the personal preference or personal retained benefit of students (eg., band equipment, locker deposit or rental fees, shop class materials where the student keeps the product, and college tuition or fees for college credit for advanced placement courses or correspondence courses), students providing their own specialized clothing and equipment to be prepared for the extracurricular activities in which they choose to participate (eg., sporting apparel, including shoes, undergarments, and the like), and students assisting with the cost of special programs, such as field trips, summer school, school dances and plays. The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

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

(1) Guidelines for clothing required for specified courses and activities

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

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

(2) Personal or consumable items

The School District is required to furnish any minor personal or consumable items for participation in the courses and activities provided by the District. This includes the responsibility to furnish minor personal or consumable items including, but not limited to pencils and paper. Equipment or supplies of a specialized nature for certain courses (for example, protractors and math calculators) may be made available to students by the District, but students may also be encouraged to purchase their own such equipment or supplies for their own use after school hours or for use during the school day due to the limited number of District items available to the students. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

While the District will provide students with the use of facilities, equipment, materials and supplies, including books, the students are responsible for the careful and appropriate use of such property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student. Where students are provided school property of a significant value, which may easily be unintentionally damaged, the instructor should give the parent advance notice of the student being given responsibility for the item and the parent may then direct that the student not be given the item.

(3) Materials required for course projects

Students have the responsibility to furnish or pay the reasonable cost of any materials required for course projects where, upon completion, the project becomes the property of the student. However, the district may choose to keep all such projects unless the student elect to purchase the project. Such materials are subject to the District's fee waiver policy (Section 12).

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 12); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

(4) Extracurricular Activities – Specialized equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire nor will the District provide any shoes for any student for extracurricular activities (other than free and reduced lunch students). Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (eg., braces, mouth pieces, and the like) are the responsibility of the student participant.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire.

For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or pay a reasonable usage cost for such equipment or attire.

(5) Extracurricular Activities – Fees for participation

The District does not generally charge fees for participation in extracurricular activities. Admission fees are charged for extracurricular activities and events.

(6) Postsecondary education costs

Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees associated with obtaining credit from a postsecondary education institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(7) Transportation costs

Non-participants are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(8) Copies of student files or records

The Superintendent or the Superintendent’s designee shall establish a schedule of fees

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

(9) Participation in before-and-after-school or prekindergarten services

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

(10) Participation in summer school or night school

Students are responsible for fees required for correspondence courses and participation in summer school or night school.

(11) Breakfast and lunch programs

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

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store", a vending machine, a booster club or parent group sale, a book order club, or the like.

Students may be required to bring money or food for field trip lunches and similar activities.

(12) Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, (2) transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Materials of course projects to be provided to free or reduced-price lunch eligible students shall be required to be approved by the administration, who shall apply a standard based on providing materials which is equitable to those purchased by comparable students.

(13) Distribution of Policy

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (eg., publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be distributed to each student's household at no cost.

(14) Student Fee Fund

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

(15) School Board Guidance

The Wayne Board of Education directs the Superintendent of School to create Administrative Rules, which provide a detailed description to guide the administration regarding the maximum dollar amount of all student fees and the specific equipment and attire to be required for any activities and course where such requirements are established.

Legal References:

Laws 2002, LB 1172 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. 79-241, 79-605, and 79-611 (transportation)

Neb. Rev. Stat. 79-2,104 (student files or records)

Neb. Rev. Stat. 79-715 (eye-protective devices)

Neb. Rev. Stat. 79-737 (liability of students for damages to school books)

Neb. Rev. Stat. 79-1104 (before-and-after-school or pre-kindergarten services)

Neb. Rev. Stat. 79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Last Review Date: July 13, 2015

ADMINISTRATIVE REGULATION 5400

STUDENTS

Student Fees

-Fee issues are divided into three categories Section 2 (79-2,126):

- Curricular activity costs
- Extra-curricular activity costs
- Non-School activity ["T'aint us"] costs

1) Curricular activity:

-If the activity is (1) school supervised or administered, (2) counts toward graduation credit or grade advancement (or is part of the curriculum), and (3) participation is in fact or de-facto required.

-A curricular activity must be provided free of charge. No fees shall be required for courses that students are required to take. (For example, if a chemistry class is needed for a student to graduate, the school cannot charge a lab fee. If a third grade class is studying history and a field trip to a museum is part of the day's lesson, the school must pay the transportation and entrance fee for all students.)

2) Extracurricular activity:

-If the activity is (1) supervised or administered by the school district, (2) which do not count toward graduation or advancement between grades and, (3) in which participation is not otherwise required by the school.

-Some fees can be charged

3) Non-School Activity:

-If the activity is (1) not school supervised or administered, (2) does not count toward graduation credit or grade advancement (or is not part of the curriculum), and (3) participation is in fact voluntary, a fee may be charged.

Student Fee Waiver

To qualify for Student Fee Waiver the family must meet the federal guidelines to be eligible for the free and reduced lunch. A student does not have to be taking free and reduced lunch they just have to be eligible to do so.

To receive the Fee Waiver the following steps must be complete (prior to the fee being charged);

Step One – Complete and File with the school district "Free and Reduced Price School Meals Application" form (this form will be mailed out the beginning of the school year and is also available in the school district offices).

Step Two – Complete and File with the school district a "Sharing Information With Other Programs" form (this form will be mailed out the beginning of the school year and is also available in the school district offices).

Student Fees for Curricular Activities

- None

Student Fees for Extra-Curricular Activities

(Fee Waiver is allowed) in the following areas:

- Extracurricular activities like sports and club fees.
- Transportation charges for spectators attending home extracurricular events.
- Costs associated with classes taken for college credit (other than tuition).
- Copies of student files.
- Before and after-school or pre-kindergarten services offered.
- Summer school or early morning or night school.
- Waiving fee for providing a musical instrument.

- Minor personal or consumable items for specific courses or activities, including, but not limited to pencils or consumable items.
- Furnish and wear non-specialized attire for specified course and activities, like gym shorts and t-shirts.
- Tuition cost for college credit
- Reimbursement for school property lost or damaged by the student.
- Furnish materials for course projects if, upon completion, the project becomes the property of the student.
- Furnish musical instruments for optional music courses that are not extracurricular activities. For music courses that are extracurricular activities, fees can be charged to students to provide specialized equipment and uniforms.

Fee waivers are allowed for the students who qualify for free and reduced lunch. The Student Fee Waiver Application must be completed prior to the activity.

Student Fee Fund

The Wayne School District will establish a separate student fee fund. The fund can not be funded by tax revenue. All money collected from student must be expended for the purposes the money was collected for.

Money from students can be collected for the following purposes

- **Participation in extracurricular activities;**
- **Postsecondary education costs;**
- **Summer school or night school.**

First Reading (New or Revision):

Date of Adoption (or Last Revision):2005

Related Policies and Regulations: Board Policy 5400

Legal Reference:

Last Review Date: July 13, 2015

Parent-Student Handbook of Wayne Elementary School

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District Expectations

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

WAYNE ELEMENTARY SCHOOL - CHARACTER TRAITS

Building Character with Kelso (K-5)	Learning for Life (Grade 6)
1: Respectful	1: Respectful
2: Caring	2: Responsibility
3: Fair	3: Honesty/Trust
4: Responsible	4: Caring/Fairness
5: Honest	5: Perseverance
	6: Self-Discipline
	7: Courage
	8: Citizenship

“Learning for Life”



Working in Partnership

- ✓ Contribute to society by becoming productive, respectful, successful, and engaged global citizens
- ✓ Demonstrate positive cooperation and problem-solving skills



Commitment to Excellence

- ✓ Demonstrate responsibility and ownership for learning by developing positive goals and working to achieve them
- ✓ Take pride in accomplishments and have the resilience to learn from both successes and failures
- ✓ Acquire a well-rounded and exceptional educational experience that incorporates critical thinking skills in all academic areas



Success in Life

- ✓ Develop an appreciation of diversity and a respect for self, others, and the environment
- ✓ Utilize technology in a responsible, effective manner to access, evaluate, and use information to solve problems and communicate ideas

Wayne Community Schools



Mission Statement

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

Introduction

Principal's Message

Welcome to Wayne Elementary School! I am very excited to have you as a member of our school community during the 2016-2017 school year. The information in this handbook will help you to learn more about the community you will be a part of this school year.

This handbook contains district policies and procedures that have been adopted by the Wayne Community School Board. Wayne Elementary School follows these policies and procedures in order to create a positive school culture where all students can learn. For your convenience, the handbook is also available to view on the district's webpage. In addition, the handbook has been reviewed and approved by the Wayne Board of Education.

I look forward to building positive relationships with students, staff, and parents this year. When strong partnerships exist between all stakeholders, students are ensured a high quality education that leads to a lifelong love of learning. This provides students with the hope and confidence to be successful throughout their life. Let's work together to have a terrific school year!

Sincerely,
Mr. Russ Plager
Elementary Principal

Wayne Elementary School Directory

Administration

Lenihan, Mark
Plager, Russ
Hight, Tucker
Beair, Misty
Hanson, Mark
Ruhl, Rocky

Office phone 375-3854

Superintendent of Schools
Elementary School Principal
Assistant Principal/Special Ed.
Special Ed. Director
High School Principal
Jr. High Principal/
Athletic Director

Administrative Assistant

Sherman, Cindy

Counselor K-8

Jenn Cliff

Technology

Promes, Ben

Technology Director

Elementary School Faculty

Kindergarten

Heikes, Tanya
Meyer, Lisa
Rockhill, Emily

First Grade

Maas, Courtney
Ostrand, Kathy
Thomas, Jennifer

Second Grade

Jaixen, Mike
Lutt, Jodi
Suehl, Cheryl

Third Grade

Garvin, Liz
Sims, Emily
Wendte, Carrie

Fourth Grade

Hix, Kim
Janke, Colleen
Stewart, Winter

Language Arts/ Math/Writing
Language Arts/Math/Science
Language Arts/Math/Social St.

Fifth Grade

Long, Diane
Trenhaile, Phyl
McPhillips, Jessica

Language Arts/ Math
Language Arts/Social St.
Language Arts/Science

Sixth Grade

Hoskins, Joyce
Niemann, Jill
Thompson, Heidi

Language Arts/ Math
Language Arts/Science
Language Arts/Social St.

Special Education

Dorcey, Jean
Peterson, Candace
Hobza, Cathy

Title

Hoffman, Ashley
Rethwisch, Rich

ESL

Lilienkamp, Darlene

Music

Anderson, Tracy
Jensen, Carrie
Jensen, Monica

5th and 6th Vocal Music
5th and 6th Band
K-4 Vocal Music

Library/Media

Hansen, Joan

Speech Therapist

Kara Heithold

Keyboarding

Rasmussen, Annette

Nurse

Carolyn Harder

Physical Education

Hoskins, Brad

K-12 Rights and Responsibilities

The Rights

of the Students are to:

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

of the Staff Members are to:

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

The Responsibilities

of the Administration are to:

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

of the Teaching Staff are to:

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

of the Students are to:

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

of the Parents /Guardians are to:

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

of the Community are to:

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

SAFETY FOR THE CHILDREN

Grounds and Parking Lot

All traffic laws of the state apply to the operation of motor vehicles on the school grounds including the prohibition of passing a school bus loading or unloading pupils. Extreme care must be taken to prevent accidents. The school assumes no liability for damage, loss, or theft from vehicles.

East side is for parents/guardians to bring and pick up students. West side is for busses and the City Van to transport children.

Parents

1. Drive vehicles slowly, safely, and watch for children at all times.
2. Park only in designated areas. Do NOT park on crosswalks.
3. Keep bus areas (west side of school) clear from other traffic.
4. Model patience for your children.

Student Drop Off

Student drop off is on the east side of the school. Please travel south on Douglas street and drop off your student on the east side of the building. This is a one way street that will be monitored by the staff and police. Please do not travel east down 4th street to get to the east side of the building. 4th street is where teachers park before the school day. We do not want parents dropping off their children in this busy area due to safety concerns. In addition, when dropping off your student, please park as far south on Douglas St. as far as possible to allow multiple parents to drop off their children.

Student Pick Up

Student pick up is on the east side of the school. The following pick up procedures for each grade will help us make dismissal safe and timely. Our goal is to dismiss students in a manner that reduces instructional distractions, minimizes congestion in the commons area, and allows the staff to systematically get your students home safely.

Kindergarten

Parents of kindergarten students can enter the building at 3:15 p.m. and go directly to the gym. The kindergarten students that ride home with their parents will be walked to the gym by their teacher. They will dismiss the students to their parents to make sure that all students are safe.

1st/2nd Grade

Our 1st and 2nd grade students that ride home with their parents will be walked out the east doors of the building, and will be dismissed to their parents to make sure that all students are safe. Please do not enter the building before 3:20 p.m. unless you need to communicate with school personnel. This will help us avoid distractions at the end of the day, and it will keep the congestion in the commons area to a minimum.

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

Our 3rd, 4th, 5th, and 6th grade students will be dismissed by their teachers from their classroom. They will walk out the north doors, and the students will meet their parents outside. Please do not enter the building before 3:20 p.m. unless you need to communicate with school personnel. This will help us avoid distractions at the end of the day, and it will keep the congestion in the commons area to a minimum.

Siblings Meeting Spot

Our elementary students that need to meet up with their siblings in other grades will use the gym as their meeting spot. Parents of these students can enter the building at 3:15 and go directly to the gym to pick up their students. **This will allow parents with multiple students in the building to pick up all of their students in one place.**

Bus/Van/Rainbow/Activities Center

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

Attendance

School Time

Regular school hours are 8:00 a.m. to 4:00 p.m. with students attending classes from 8:00 a.m. to 3:20 p.m. **Students should not enter the building before 7:30 a.m.** unless appointments have been made with teachers or administrators. Students are permitted in the building evenings or weekends only if directly supervised by a teacher or administrator.

Attendance Policy

Attendance refers to: attending all classes every day. The principal will determine excused and unexcused absences. **Parent/Guardian communication is required each day a student is gone.**

ABSENCES: Please call the office informing them of the reason your child will not be in attendance. (375-3854 or 375-2230). Police may be contacted to do a wellness check if there has been no communication. Pre-makeup slips must be used for all anticipated absences. As per Nebraska State Law, any student who has accumulated five (5) absences during any quarter of the school year shall have his/her attendance profile reviewed by the principal. An attendance letter, giving parents information will be sent. On the conclusion of this review, a determination will be made regarding further action, which may include a collaborative plan meeting with an administrator. During this conference, the nature of the absences will be discussed and a plan to remedy the situation will be established. Absences due to extended illness and/or accidents will receive a letter for a remediation plan.

A more detailed description of our attendance policy, which complies with LB 800, may be found in the Board of Education Policy and Regulations-Policy 5313.

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ABSENCES: Please call the office informing them of the reason your child will not be in attendance. (375-3854 or 375-2230). Police may be contacted to do a wellness check if there has been no communication. Pre-makeup slips must be used for all anticipated absences. Parents will be contacted, by letter, between five and eight non-school related absences per semester.

As per Nebraska State Law, any student who has accumulated five (5) absences during any quarter of the school year shall have his/her attendance profile reviewed by the principal. An attendance letter, giving parents information will be sent. On the conclusion of this review, a determination will be made regarding further action, which may include monitoring an appeal for credit for 5th & 6th grades and a parent/principal conference. During this conference, the nature of the absences will be discussed and a plan to remedy the situation will be established. Absences due to extended illness and/or accidents will receive a letter but for remediation plan.

A more detailed description of our attendance policy, which complies with LB 800, may be found in the Board of Education Policy and Regulations-Policy 5313.

CORE Team

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

5 days unexcused - monitor/call home/letter

5 unexcused tardies - monitor/call home/letter

10 days unexcused - monitor/call home/letter/set up collaborative plan

10 unexcused tardies - monitor/call home/letter/set up collaborative plan

15 days unexcused - monitor/call home/letter/set up collaborative plan/home visit/possibly refer to county attorney

15 unexcused tardies - monitor/call home/letter/set up collaborative plan/home visit/possibly refer to county attorney

20 days unexcused - monitor/call home/letter/set up collaborative plan/home visit/ refer to county attorney

20 unexcused tardies - monitor/call home/letter/set up collaborative plan/home visit/ refer to county attorney

Classification of Absences

When written excuses are turned into the office, the absence(s) will be classified as excused, unexcused, or school-related. The excused classification has the approval of the home and school and covers absences such as illness, death in the family, religious holidays, and medical appointments. Approval from home does not necessarily mean the school will approve the absence. After an excused absence, the student is responsible for completing any assignments missed, and he/she should inquire of the teacher about satisfactory arrangements for making up work missed. The student should not expect the teacher to initiate these arrangements; this is the student's responsibility. Full credit is given for work made-up satisfactorily.

An unexcused absence is defined as an absence from class or school for any portion of a period or day without proper authority from home and/or school. The penalty for an unexcused absence will be determined at the discretion of the administration. Once a student has arrived on school premises, he/she is supposed to be in school. Leaving the school campus without permission from the central office at any time after arrival is considered an unexcused absence and will be treated as such.

Make-Up Work - Extended Illness or Family Requests

If your child will not be in school, the parent/guardian must call the school preferably by 8:00. Assignment sheets and homework may be picked up at the office at 3:30 or earlier per/ parent request. ***If your child is too ill to come to school or leaves school for sickness, he/she may not attend after-school functions.***

If parent/guardian knows a vacation or family event will keep your child from attending school at any time, assignment sheets and homework must be completed before leaving unless otherwise approved by the teacher. Teachers must be notified to make necessary arrangements for future assignments. Children may be kept after school to get help from the teacher and to complete the necessary work.

TARDIES: Students who are tardy miss important instructional/educational time with their teacher and class. They may earn lower grades, or even fail due to missing instructional/educational time with their teacher and class. Tardy students:

- May be requested to remain after school to make up time missed (state statute 79-4173)
- May be referred to the elementary school's core team for excessive tardies.
- May be referred to Child Protective Services for parent neglect after six consecutive tardies and correspondence from principal to parent/guardian (state statute 79-301)
- May be referred to County Attorney's office for parent neglect after nine consecutive tardies and correspondence from principal to parent/guardian (state statute 79-201)

Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students must check back in at the office. Students who leave without permission will be counted unexcused. Adults are allowed to pick students if they are a parent/guardian with legal custody or the school has proper documentation that a particular adult is allowed to pick up the student.

Transfer or Withdrawal from School

Any student who withdraws or transfers to another school in Nebraska or out of state should notify the central office prior to leaving. Records and transcripts will be forwarded to the appropriate school officials upon request. See the office for the appropriate checkout forms. Records will be held until the student has completed the checkout process.

General Information

Hot Lunch

Both breakfast and lunch are available for students each day. We begin serving breakfast at 7:30 a.m. If your child arrives between 7:30 a.m. and 7:50 a.m., they will be receiving a hot breakfast. If your child arrives after 7:50 a.m., they will receive a grab 'n go breakfast, so they are not tardy to class. The prices for elementary (K-6) breakfast and lunch for the 2015-2016 school year are: \$1.50 and \$2.45. Milk may be purchased separately for \$0.40 to drink with a sack lunch. **Food or drinks from outside school (Pizza Hut, Subway, McDonalds etc.) during school lunch hours (11:00 a.m. - 1:00 p.m.) are not allowed in the building. Students with a negative balance are not allowed to buy ala carte items. Parents are welcome to eat lunch with their child/children. An adult visitor lunch costs \$3.45. Please make sure to call the school prior to 9:00 a.m. in order to get a correct lunch count if you plan on eating with your child.**

Birthdays

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

Bucket Fillers

Character education traits are taught by teachers and the guidance counselor throughout the school year. Students may receive a Bucket Filler by any staff member for demonstrating Living Above the Line behavior. Recipients put his/ her Bucket Filler postcard in the office bucket, and at the end of each month the cards are mailed to the families.

Assemblies

Each month a school wide assembly is held as another way to celebrate the excellent work of our students and staff. Students' with birthdays and those who received Bucket Fillers are also recognized.

Instrumental Music for 5th and 6th Grades

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

Insurance

Several group plans of student accident insurance are available through the school. This insurance is not mandatory, but is highly recommended especially for those students who compete in inter-school athletics. Students are encouraged to choose the plan that best suits their needs.

Activity Tickets

Activity tickets are on sale at the beginning of the year at the office. Price of tickets will include: home games in football, basketball, wrestling, and volleyball. Tickets may be purchased up to and including the first football game of the season. Prices will be adjusted annually or as necessary.

Textbooks

Each student is responsible for the textbooks issued to him/her during the year. At the outset, teachers will check the text, note its condition, and keep record of which book each child is assigned. Should a book become lost or damaged, the following charges will apply: (a) lost book – new unit cost, (b) damage from writing, tearing or any other damage will be assessed and a fee will be issued at the discretion of the principal.

Bulletin Boards

Bulletin boards are maintained throughout the building for posting of general information and school announcements. All posters placed on the bulletin boards must be approved by the principal's office. Anyone who places a poster or bulletin on the bulletin board is responsible for its removal after it has served its purpose. Make it a habit to read bulletin board notices.

Change of Address or Phone Number or Parent Workplace

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

Emergency Evacuation Lockout and Lockdown

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

Inclement Weather

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

Lockers

Lockers are school property and are provided for student use in a manner similar to any other school property such as textbooks, desk, laboratory equipment or classrooms; therefore stickers, pictures etc. are not allowed on lockers. School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have a reasonable suspicion the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, a student's locker may be searched without prior warning.

Drug-Free Schools

School property is considered a drug free zone. Students should not have any drugs in their possession while on school grounds. In order to avoid misunderstandings, Wayne Community Schools would like to remind students and their parents that, even over-the-counter drugs such as acetaminophen, ibuprofen or cold and allergy remedies must not be kept and or used on school property without a parental note, dated and signed for the date the student is taking the medication. All over-the-counter medications as well as prescription medication need to be kept in the office unless proper documentation by parents, physician, and school nurse for self-medication is on record with the office and school nurse (IE; inhalers and Epipens). If you have any questions regarding medication at school, please contact the office or the school nurse.

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District.

Lost and Found

Students who have found an item should bring it to the office. Students who have lost an item should first check the places they have been during the day; if the item is not found, they should check the designated Lost and Found area. Parents may also check the lost and found items. Periodically throughout the year, all lost and found items will be taken to Micah's closet.

Messages/Deliveries

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

Telephones

Students may use a school office phone for emergency reasons only, with long distance calls approved by administration. Students are not to use cell phones in the school building. Cell phones must be turned off and left in students' backpacks. Cell phones may be used before 7:55 and after 3:20. Wayne Elementary School is not responsible for lost or stolen items.

Cell phone policy

1st Offense- The adult will confiscate the cell phone and take it to the office. The student can pick up his/her cell phone at the end of the day.
2nd Offense- The adult will confiscate the cell phone and take it to the office. The student can pick up his/ her cell phone at the end of the day. The student's parent/guardian will be called.
3rd Offense- The adult will confiscate the cell phone and take it to the office. The student's parent/guardian will be called, and he/she will have to pick up the cell phone in the office.
4th Offense-The adult will confiscate the cell phone and take it to the office. The student's parent/guardian will be called, and the student will be required to check in his/her cell phone in the office each day.

Sending, sharing, viewing, or possessing pictures, text messages, e-mails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device is strictly prohibited. Administration has the right to search computers, cell phones or other electronic devices that are in school or on school grounds that are suspected of having material of a sexual nature and /or other illegal content. If students are in possession of this material on their computers, cell phones or other electronic devices, their parents will be contacted and police may be notified. Students will be subject to detention and/or ISS/OSS up to 5 days for being in possession of and/or distributing material of a sexual nature and/or other illegal content.

Headsets/Electronic Devices

Headphones, radios, CD players, etc., are not to be used in the building without permission from a faculty member or administration.

Visitors **

All visitors must report to the office and obtain a visitor's pass from the principal or superintendent prior to visiting teachers, students, or school facilities. Parents are always welcome to visit the school and must check in at the office to receive assistance in locating students, rooms, or teachers.

Video Surveillance

The Board authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for the purposes of ensuring the health, welfare, and safety of staff, students and visitors, safeguarding District facilities and equipment, and maintaining student discipline and an appropriate educational and work environment. For further detailed information, see Board Policy 9200 on the home web page.

**Student Visitors will be allowed in the building only during non-class time hours (e.g., before/after school). These arrangements must be made in advance by calling the office prior to the student visitor arriving. Any student(s) attending regular classes must be officially registered at Wayne Elementary School.

Parent-Teacher Conferences

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

Grading and Reporting

Grade Reports are distributed at the end of each quarter (9-week period). Only semester averages are recorded on the student's transcript. Proficiency and deficiency reports may be sent to parents of some students during the quarter. Grades 4,5, and 6 receive midterm reports. All reports must be signed and returned to the homeroom teacher. Parent conferences may be requested in conjunction with these reports.

Student Services

School Counselor

The school counseling office is located on first floor, and students or parents who wish to consult with the counselor are encouraged to do so during regular school hours or by appointment. Whether the student wishes assistance with personal or academic matters the counselor is often able to provide answers to questions.

Health

A full-time nurse is on duty each school day for the schools in the district. The school nurse maintains students' health records, which are kept confidential. Students and their parents are urged to contact the school periodically to keep records current. The nurse performs general health screenings for each student on a yearly basis and parents or guardians of any student needing additional medical screenings will be contacted. Students with known health problems are noted and the course of their medical treatment is supported through Health Services.

WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL?

We understand that it may be difficult to decide when a child should stay home from school due to illness, and we know that sometimes they need to "try it". Here are some reasons why you should definitely keep them home:

- 1) **Fever**-a temperature of 100 or greater. Children should be temp. -free 24 hours **without temperature reducing medicine**. (This means if your child gets sent home from school one day for a temperature of more than 100 we would not expect them in school the next day.)
- 2) **Vomiting and or diarrhea**- your child should stay home for several hours after their last meal "stays" in (after experiencing an episode of either vomiting or diarrhea).
- 3) **Contagious Conditions** such as rashes, (examples: ringworm, chickenpox, staph infections). With most contagious skin conditions we ask that you treat the condition * and cover the area with a bandage before they return to school. Other contagious conditions: strep throat, conjunctivitis (pink eye) Most of these are no longer considered contagious after 24 hours of treatment. ***Some conditions do require prescription medicine from a health care provider.**
- 4) Any condition your child has that does not get better with rest and home treatment- and makes them unable to participate in learning. Headache, excessive fatigue, lethargy, sore throat, excessive coughing,
As always if you have any questions or concerns regarding this please contact us and we may be able to help you with your decision.
- 5) Any student requiring the use of crutches must have a doctor's note from the prescribing physician.

LAW REQUIREMENTS

Nebraska law requires each student, K-12 be protected against certain diseases. The state requirements can be obtained from the school nurse or office personnel. This information must be submitted before attending school. **Also required by law is evidence of a physical examination and visual evaluation** by a qualified health professional within six months prior to the entrance of a child in kindergarten, seventh grade, or in the case of transfer from out-of-state. If a student is not in compliance with these state laws, the parent must sign a waiver.

The nurse is required by law to assess vision, dental screening, weight and height. If there is a referral notice sent home from the results of any of these tests, please give it attention and feel free to call the nurse if you have a question.

State law also requires a copy of each child's completed **immunization records** and a copy of their **Birth Certificate** in the permanent records before attending school.

Guidelines for Administering Medication

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

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

*Please refer to Minor/Major chart under medications for consequences.

Concussions: Return to Learn Protocol

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical staff until the student is fully recovered.

The school administration of Wayne Community Schools adopts the NDE Guidance entitled "Bridging the Gap from Concussion to the Classroom," and accompanying Appendix, as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

Standards for Student Behavior

Treat others the way you want to be treated.

General Conduct—Choose to Live Above the Line and be a Bucket Filler—Do what is right ☺

Code of Conduct

Students are encouraged to help make their time at Wayne Elementary School both pleasant and beneficial. Students are expected to **Live Above the Line** and do what is right.

Following is the guide used by Wayne Elementary School to conduct disciplinary action. The code of conduct allows for interpretation by the administration due to circumstances and the severity of the incident.

Make Smart Choices~~Think Before Act

Choosing to not follow the conduct rules will require consequences—see MINOR/MAJOR chart.

1. Respect one another and always have appropriate actions.
2. Respect property at our school or any school or site visited during school sponsored events and all personal property.
3. Keep hands to oneself with only appropriate touching (high fives, side hugs).
4. Respect authority, and comply with direction of any adult school employee.
5. Always use appropriate and respectful language.
6. Wear appropriate clothes with positive sayings.
7. Show sportsmanship conduct toward visitors, our school's teams, or officials.
8. Watch athletic or music events sitting in the correct areas and leaving the gym when appropriate.

SHORT TERM SUSPENSION/EXPULSION

If students choose to Live Below the Line, consequences depending on the severity and number of incidences range from seminars, loss of privileges, detention, ISS, OSS or expulsion.

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

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

The following process will apply to short-term suspensions:

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

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

3. Expulsion:

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

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

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

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

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

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

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

Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

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

Student Dress

Our school is sensitive to the rapid changes in dress and grooming. However, we cannot accept those changes that depart from cleanliness, neatness, good taste, modesty, and decency. Questions about acceptable attire will be directed to building administrator. Students may need to change clothing when, or if, school authorities are convinced the dress code has been violated.

Dress code violations include:

1. Clothing containing messages considered to follow “Living Above the Line” and are positive to the classroom and to the school’s educational mission should be worn.
2. If undergarments show, the office will have additional clothing and belts.
3. No headwear including hats, caps, bandanas, and scarves in the building except for medical or religious purpose. Hooded sweatshirts shall be worn with the hood down.
4. Hazardous clothing to include chains, spikes, studs, etc. are not allowed.
5. Coats generally considered as cold weather garments (e.g., NFL team coats, winter parkas, etc., hooded garments not considered a sweatshirt) are not worn in class.
6. Any tops, whether tank tops, sleeveless, etc., must have straps over both shoulders, must cover the midriff and touch the top of the pants, skirt, shorts, etc., at all times and must cover the upper chest, and not be made of see-through material. The two finger rule will be applied to straps when appropriate.
7. Short shorts or mini-skirts are not allowed. **Use the fingertip rule for length of shorts or skirts.** Spaghetti straps, low cut blouses or backless tops are allowed according to administration discretion of age appropriate. Jeans with holes, slashes, or cuts are not allowed.
8. Due to safety in PE and at recess and quietness on stairs wear socks and shoes; children are not allowed to wear open toe shoes ie. flip flops or sandals.
9. **Wear weather appropriate clothing**

Major/Minor Behaviors

Minor Behaviors (Teacher Managed)	Major Behaviors (Office Managed)
<ul style="list-style-type: none"> ● Cheating (Non chronic) ● Insubordination (Low intensity/Non chronic) ● Disruption (Low intensity/Non chronic) ● Inappropriate language (Low intensity/Non chronic) ● Physical contact (Low intensity/Non chronic) ● Property Misuse (Low intensity/Non chronic) ● Electronic Devices ● Forgery (Non chronic) ● Talking ● Eating or drinking in class without permission ● No supplies ● Dress Code Violations ● Sleeping in class/head on desk ● Avoidance ● Name Calling/Teasing ● Disrespectful behavior (Tone/Body Language/Attitude) ● Gateway Behaviors 	<ul style="list-style-type: none"> ● Serious Threats ● Bullying/Cyberbullying ● Harassment ● Cheating (Chronic) ● Insubordination (High intensity/Chronic) ● Disruption (High intensity/Chronic)) ● Inappropriate Language (High intensity/Chronic) ● Inappropriate Language towards school personnel ● Physical Contact (High intensity/Chronic) ● Property Misuse (High Intensity/Chronic) ● Technology Violation ● Theft ● Forgery (Chronic) ● Unattended school area ● Leaving School ● Bomb Threat ● Weapon ● Alcohol/Drugs/Tobacco/Controlled Substances ● Medications ● Arson ● Fire alarm/Extinguishers ● Gambling

Wayne Elementary

Code of Conduct

The following guide is used by Wayne Elementary to conduct disciplinary action. The code of conduct allows for interpretation by the administration due to circumstances and the severity of the incident. All of the following actions are major behaviors that will be dealt with by the office in a developmentally appropriate manner. (ISS=In School Suspension) (OSS=Out of School Suspension)

Problem Behavior	Description	Possible Consequences (Depending on severity and/or number of offenses)
Serious Threats Bullying/ Harassment Cyberbullying	Student delivers disrespectful messages to another person that includes threats or intimidation, obscene gestures, pictures, or written notes. • Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense, verbal attacks based on ethnic origin disabilities, or other personal matters.	1. May ISS or OSS 1 to 3 days. Contact parents/Possible referral to counselor/May contact police 2. May ISS or OSS 3 to 5 days/Contact parents/Possible referral to counselor/May contact police 3. May OSS 5 to 19 days/Contact parents/Mandatory counseling/May contact police/Possible recommendation for expulsion
Cheating	Academic dishonesty in any form.	1. Teacher modifies grade as appropriate/Deduction in grade for cheating/Teacher notifies parents. 2. 0 points for assignment for cheating/Teacher notifies parents/ISS 1-3 days 3. 0 points for assignment for cheating/Teacher notifies parents/ISS or OSS 1-5 days/Counseling for recurring offenses
Insubordination	Student engages in sustained (or high-intensity) failure to respond to adult request.	1. May ISS 1-3 days/Contact parents/Possible referral to counselor/May contact police 2. May ISS or OSS 3-5 days/Contact parents/Possible referral to counselor/May contact police 3. May OSS 3 to 19 days/Contact parents/Possible referral to counselor/May contact police/Possible recommendation for expulsion
Disruption	Student engages in sustained or high intensity disruption. Behavior causing an interruption during a class activity.	1. May ISS 1-3 days/Contact parents/Possible referral to counselor/May contact police 2. May ISS or OSS 1 -3 days/Contact parents/Possible referral to counselor/May contact police 3. May OSS 3 to 19 days/Contact parents/Possible referral to counselor/May contact police/Possible recommendation for expulsion
Inappropriate Language	Student delivers abusive, profane verbal messages/gestures that include swearing, name calling, or use of words in an inappropriate way.	1. May ISS 1-3 days/Contact parents/ Possible referral to counselor 2. May ISS or OSS 1 -3 days/Contact parents/Possible referral to counselor 3. May OSS 3 to 19 days/Contact parents/Possible referral to counselor

Inappropriate Language to school personnel	Student delivers abusive, profane verbal messages/gestures that include swearing, name calling, or use of words in an inappropriate way directed towards school personnel.	<ol style="list-style-type: none"> 1. May ISS or OSS 1 to 3 days/Contact parents/Possible referral to counselor/May contact police 2. May ISS or OSS 3 to 5 days/Contact parents/Possible referral to counselor/May contact police 3. May OSS 3 to 19 days/Contact parents/ Possible referral to counselor/May contact police /Possible recommendation for expulsion
Physical Contact	Student engages in actions involving serious physical contact where injury may occur towards students or adults, such as hitting, punching, hitting with an object, kicking, hair pulling etc. Student touches another person's private area, displays his/her own private areas, or exposes another person's private areas.	<ol style="list-style-type: none"> 1. May ISS or OSS 1 to 3 days/Contact parents/Possible referral to counselor/May contact police 2. May OSS 5 to 19 days/Contact parents/Possible referral to counselor/Possible recommendation for expulsion
Property Misuse	Student engages in an activity that results in damage, disfigurement, or destruction of property.	<ol style="list-style-type: none"> 1. May ISS or OSS 1 to 3 days/Contact parents/Possible referral to counselor/May contact police/Restitution if necessary 2. May ISS or OSS 3 to 10 days/Contact parents/Possible referral to counselor/May contact police/Restitution if necessary
Technology Violation	Student engages in serious and inappropriate or fraudulent use of cell phone, computer, camera, or other technology device.	<ol style="list-style-type: none"> 1. Technology privileges may be revoked. 2. May ISS or OSS 1 to 3 days/Contact parents/Possible referral to counselor/May contact police 3. May ISS or OSS 3 to 5 days/Contact parents/Possible referral to counselor/May contact police
Theft or Forgery	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name--wrongful possession of school or private material/knowingly received stolen property.	<ol style="list-style-type: none"> 1. May ISS or OSS 1 to 3 days/Contact parents/Possible referral to counselor/May contact police 2. May ISS or OSS 3 to 5 days/Contact parents/Possible referral to counselor/May contact police
Unattended school area	Student is in area at school that is unauthorized and is found to be doing inappropriate things.	<ol style="list-style-type: none"> 1. Conference with administrator 2. May ISS or OSS 1 to 3 days/Contact parents/Possible referral to counselor/May contact law police 3. May ISS or OSS 3 to 5 days/Contact parents/Possible referral to counselor/May contact law police
Leaving school	Student leaves school grounds without following procedure—letting office know.	<ol style="list-style-type: none"> 1. Conference with administrator 2. May ISS or OSS 1 to 3 days/Contact parents/Possible referral to counselor/May contact police 3. May ISS or OSS 3 to 5 days/Contact parents/ Possible referral to counselor/May contact police
Bomb threat Weapon	Student has threatened or been part of bomb threat, brought a weapon to school, has possession of alcohol or drugs or is under the influence of	1. OSS 5 to 19 days/Contact parents/Retain weapon or substance/Notify police/Possible referral to counselor/SCIP referral

Alcohol/Drugs	substance or placebo or look-alike. Student is offering or selling medications or controlled substance. Student has possession of drug paraphernalia and/or sale of.	2.Possible recommendation for expulsion/Contact parents/Retain weapon or substance/Notify police/Possible referral to counselor/SCIP referral
Firearm	Student brings a firearm on school property.	Mandatory 1 calendar year expulsion
Medications	Student carries medications—prescriptions on person or in bookbag.	1.Contact parents 2. May ISS or OSS 1 to 5 days/Contact parents/Possible referral to counselor/May contact police/SCIP referral
Arson	Student tries to set fire or does set fire on school grounds or in building.	1. OSS 5-19 days/Notify police/Contact parents/Possible referral to counselor/Contact fire marshal/Reimburse district for loss/Recommendation for expulsion.
Fire alarm /Extinguishers	Student tampers with fire alarm or extinguishers.	1.May ISS or OSS 1 to 5 days/Contact parents/May contact police or fire marshal/Reimburse district for loss 2. May ISS or OSS 5 to 10 days/Contact parents/May contact police or fire marshal/Reimburse district for loss
Tobacco	Student has possession of lighter, matches, tobacco products including,vaping, e-cigarettes, or is using these products on school grounds.	1.May ISS or OSS 1 to 5 days, Confiscate items/Contact parents/Possible referral to counselor/SCIP referral/May contact police 2. May ISS or OSS 5 to 10 days, Confiscate items/Contact parents/Possible referral to counselor/SCIP referral/May contact police
Gambling	Student is gambling or wagering with use of cards, dice, etc.	1.Conference with administrator/Contact parents/Possible referral to counselor/Loss of privilege 2. May ISS or OSS 1 to 3 days/Contact parents/Possible referral to counselor/Loss of privilege/SCIP referral

APPENDIX

State and Federal Programs

Notice of Nondiscrimination:

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

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

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

This institution is an equal opportunity provider.

Designation of Coordinator(s):

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Wayne Community Schools, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150.

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

ADMINISTRATIVE REGULATION

Admittance – Home School Educated Students

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

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

Thirty (30) Days

- A. Prior to the projected date for admission of a student from an exempt or home school to Wayne Community Schools, the parent or guardian will submit:
1. A statement to school officials, of the receiving school (superintendent/principal), containing the name(s) and age(s) of all children requesting admittance and the name(s) of parents or guardian(s) containing assurances of access to enrollment, attendance, health and psychological records.
 2. A copy of materials which were submitted to the Nebraska Commissioner of Education under Section 004, Rule 13, Nebraska Department of Education prior to the opening or beginning of operation of the exempt or home school. Items included are: (1) a calendar for the school year; (2) a list of names of all instructional monitors; (3) a chart or written summary showing scope and sequence of the program of instruction; (4) a list of all classes or courses and the names of monitors for these classes; (5) chart of grade levels included in the exempt/home school.
 3. In order to verify information submitted in Section 004, Rule 13, Nebraska Department of Education, the receiving school (Wayne Community Schools), may deem it necessary to conduct achievement testing. School officials will contact the parent/guardian and a test(s), a time, and a procedure shall be mutually designated and established. Should the testing be requested from a source outside the receiving school, cost for such testing shall be borne by the parents/guardians of the exempt/home school student(s).
 4. Teachers of basic skill courses in language arts, mathematics, science, social studies and health for which exempt/home school students will enroll shall assist in the review of materials submitted by parents/guardians under Section 004, Rule 13, Nebraska Department of Education.
 5. School officials of the receiving school may request an interview be conducted with parents and/or student(s) from the home/exempt school seeking admittance. The interview would serve as a supplemental tool in final placement of the student(s).
 6. All above procedures must be completed prior to enrollment or exempt/home school student(s).

Grievance Procedure

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the Superintendent, or in the case of students, to the guidance counselor or principal. See board policy 5318 for full policy.

Sexual Harassment and Discrimination

The Wayne Community School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated. Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity. See Board Policy 5318 for full policy.

PUBLIC NOTICE

Notification of Rights under FERPA for Elementary and Secondary Institutions

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

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

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

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

Parents or eligible students may ask *Wayne School District* to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

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

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

HIPAA (Health Insurance Portability and Accountability Act, 1996)

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

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

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

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

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protection areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*–
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

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

Harassment and Bullying Program – Levels

Purpose: All students have the right to attend Wayne Community Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others. Refer to pages 14-16 for disciplinary action.

DATING VIOLENCE PREVENTION

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

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

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. (Policy 5420)

Staff Qualifications

Notice Concerning Staff Qualifications:

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child’s classroom teachers. Upon request, Wayne Community Schools will give parents the following information about their child’s classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child’s school building. The information will be provided to you in a timely manner. Finally, Wayne Community Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.

Policy 5002 Students Parent Involvement Policy

The district's policy is to welcome parental involvement in the education of their children. As a part of this policy, employees are expected to:

1. Provide parents timely information about their child's progress, and more frequent parent contacts where warranted by the student's academic and behavioral needs;
2. Make textbooks, completed tests and other curriculum materials available for review by parents upon request;
3. Permit parents access to their child's records according to law and school policy;
4. Encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. Assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
6. Permit parents to excuse their child from testing, classroom instruction, and other experiences when possible and educationally appropriate;
7. Notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
8. Encourage parents to express their concerns, share their ideas and advocate for their child's education.

Title I Parental Involvement

In accordance with the No Child Left Behind Act of 2001 relating to parental involvement applicable to parents of children enrolled in Title I programs, parents of Title I children shall be given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

1. An annual meeting to which all parents of participating children will be invited. Invitations may take the form of notes sent with students. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. Notification to the parent(s) or guardian(s) of a student's eligibility to participate in the Title 1 program and assessment information under which the student has qualified.
3. An explanation of the details for the child's participation: type and extent of participation and evaluation of progress.
4. Opportunities for parent training on ways to support children's learning.
5. Communication to parents about student progress to be provided in the language used in the home. Responses to parent concerns will be provided in a timely manner.
6. 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 the school district staff.
7. Each spring the Title 1 program will assess and review through the consultation with parents, the effectiveness of the program and re-design strategies for improvement. Opportunities will be given to parents to be involved in using these findings to plan, design, and implement the Title 1 program for the following year.

First Reading (New Revision): June 10, 2013

Date of Adoption (or Last Revision): July 8, 2013

Related Policies and Regulations: Administrative Regulations 5002 Legal Reference:

Last Review Date: July 13, 2015

ADMINISTRATIVE REGULATIONS 5002 STUDENTS
Wayne Community Schools Expectations Title I Student/Parent/Teacher Compact
“Learning For Life”

Students Promise:

- Return completed school work on time.
- Be at school on time unless I am sick.
- Be responsible for my own behavior.
- Try my best at all times.
- Respect and cooperate with other students and adults.

Family Promise:

- Provide a quiet place/time to do schoolwork and encourage my child to complete homework.
- Ensure my child gets adequate sleep and has a healthy diet.
- Make sure my child is at school on time.
- Communicate and work with teachers and staff to support and challenge my child.

School Promise:

- Teach necessary concepts to your child Be aware of the needs of your child.
- Regularly communicate with you on your child’s progress.
- Provide a safe, positive learning environment for your child.
- Respect the cultural differences of students and their families.

Signing this demonstrates your willingness and eagerness to participate with us to ensure your child’s success:

Student signature: _____ Date: _____
Parent signature: _____ Date: _____
Principal signature: _____ Date: _____

**ADMINISTRATIVE REGULATION 5400
STUDENTS**

Student Fee Waiver

To qualify for Student Fee Waiver the family must meet the federal guidelines to be eligible for the free and reduced lunch. A student does not have to be taking free and reduced lunch they just have to be eligible to do so.

To receive the Fee Waiver the following steps must be complete (prior to the fee being charged);

Step One – Complete and File with the school district “Free and Reduced Price School Meals Application” form (this form will be mailed out the beginning of the school year and is also available in the school district offices).

Step Two – Complete and File with the school district a “Sharing Information With Other Programs” form (this form will be mailed out the beginning of the school year and is also available in the school district offices).

For those students who qualify, a Fee Waiver can be used for providing a musical instrument.

Student Fees for Curricular Activities

None

Fee waivers are allowed for the students who qualify for free and reduced lunch. The Student Fee Waiver Application must be completed prior to the activity.

Student Fee Waiver Application

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, specialized attire and project materials waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year to year and must be completed annually.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED FOR THE FEE WAIVER APPLICATION TO BE PROCESSED

PLEASE PRINT

Date Completed: _____

Name of Parent or Guardian: _____

Street Address: _____

City, State, Zip Code: _____

<u>Student Name(s)</u>	<u>School Attending</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your signature below is required for the release of information regarding the student or student’s family financial eligibility for the programs checked above. Without your signature, this application cannot be processed.

Signature of parent or guardian: _____

Specific fees, equipment, attire or materials to which this waiver applies:

Administrator’s signature: _____

Students' Rights and Responsibilities

Nebraska State Law requires each school district develop rules and regulations regarding students' rights and responsibilities, Internet use and harassment then distribute copies to students and parents. The attached rules and regulations are in effect for the 2016-2017 school year. We request you return the Acknowledgment Sheet for our files. If you have any questions regarding the attached material, please feel free to contact the school.

The family of _____ had an opportunity to read the Elementary Handbook for Parents, which includes **Students' Rights and Responsibilities in Wayne Elementary Schools, the Internet Policy, and the Staff and Student Harassment Policy.**

Parent/Guardian Signature: _____ Date _____

Student Signature(s): _____ Date _____

Please have a signature from each elementary child in your family.

NOTE: PLEASE RETURN THIS ENTIRE PAGE WITH ALL THE NECESSARY INFORMATION AND SIGNATURES COMPLETED SEVEN DAYS AFTER THE FIRST DAY OF ATTENDANCE.

NOTICE OF AMENDED BUDGET HEARING AND AMENDED BUDGET SUMMARY

State of Nebraska
 Budget Form - NBH-School District
 Statement of Publication

Wayne Community Schools (90-0017) in Wayne County, Nebraska

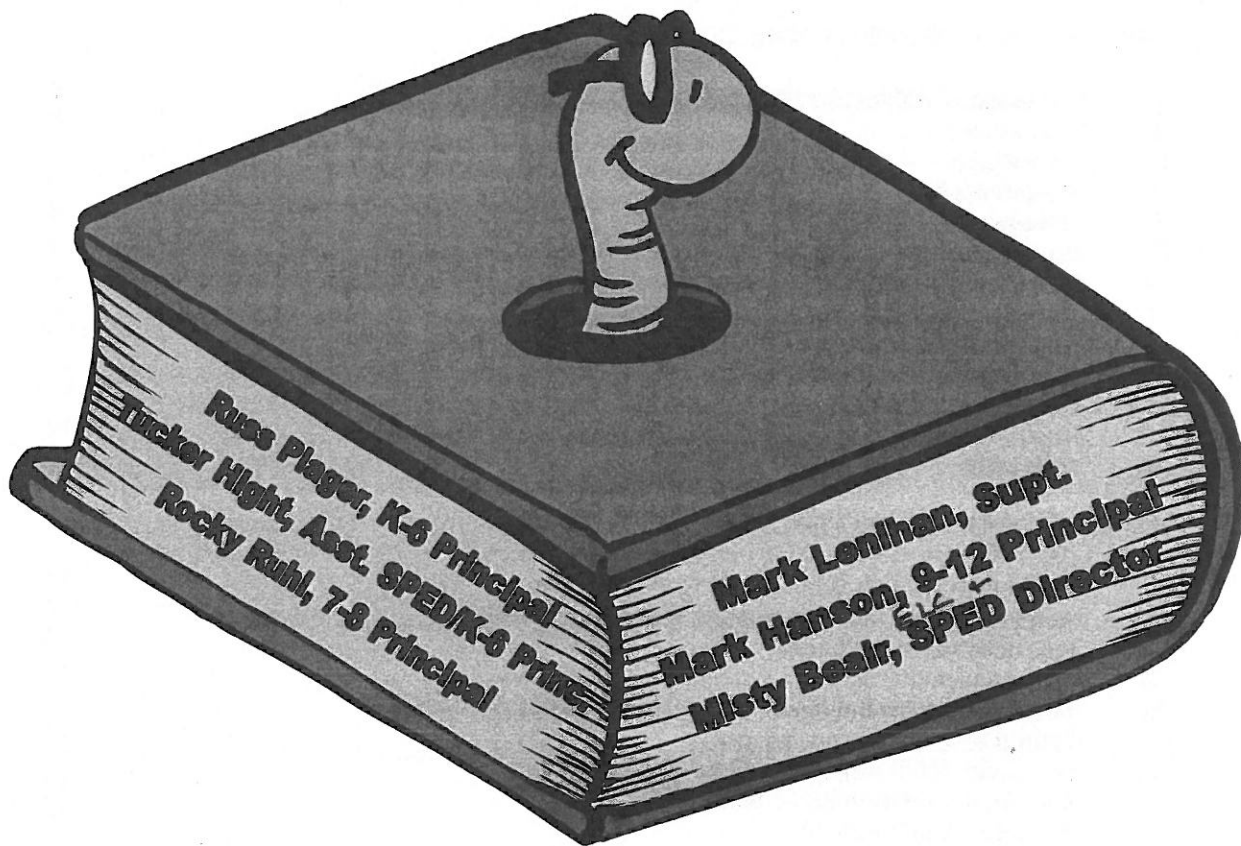
PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Section 13-511, that the governing body will meet on the 11th day of July, at 5 o'clock at the High School Library for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to amending the budget which was originally adopted on the 14th day of September, 2015. Due to unforeseen circumstances, actual expenditures for the current fiscal year will exceed budgeted expenditures unless the current fiscal year budget of expenditures is revised. The Lunch Fund will be increased by 30,000 to accommodate the purchase of new lunch tables. The originally adopted budget of expenditures cannot be reduced during the remainder of the current fiscal year to meet the need for additional money because the remaining expected expenditures are for payroll and food supplies. The budget detail is available at the office of the Clerk during regular business hours.

FUNDS	AMENDED BUDGET							Total Personal and Real Property Tax Requirement For Bonds
	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers		Necessary Cash Reserve	Total Available Resources Before Property Taxes	Fee and Delinquent Tax Allowance	
			2013-2014	2014-2015				
General	\$ 9,554,623.00	\$ 11,740,515.00	\$ 12,131,645.00	\$ 12,131,645.00	\$ 1,033,569.00	\$ 4,265,943.00	\$ 89,891.54	840,565.65
Depreciation	\$ 139,355.00	\$ 170,865.00	\$ 415,000.00	\$ 415,000.00	-	\$ 415,000.00	-	
Employee Benefit	\$ 4,711.00	\$ 12,936.00	\$ 26,942.00	\$ 26,942.00	-	\$ 26,942.00	-	840,565.65
Contingency	\$ -	\$ -	\$ -	\$ -	-	-	-	
Activities	\$ 397,932.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 157,145.00	\$ 657,145.00	-	840,565.65
School Lunch	\$ 370,496.00	\$ 408,000.00	\$ 438,000.00	\$ 438,000.00	\$ 74,852.00	\$ 512,852.00	-	
Bond	\$ 505,653.00	\$ 837,345.50	\$ 647,862.50	\$ 647,862.50	\$ 25,000.00	\$ 239,702.50	\$ 4,375.35	840,565.65
Special Building	\$ 1,062,878.00	\$ 306,900.00	\$ 538,042.00	\$ 538,042.00	-	\$ 365,973.00	\$ 1,738.07	
Qualified Capital Purpose Underdrinking	\$ 283,010.00	\$ 569,970.00	\$ 4,553,898.00	\$ 4,553,898.00	\$ 25,000.00	\$ 4,179,898.00	\$ 4,030.30	9,162,969.61
Cooperative	\$ -	\$ -	\$ -	\$ -	-	-	-	
Student Fee	\$ -	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	-	\$ 30,000.00	-	9,162,969.61
TOTALS	\$ 12,318,658.00	\$ 14,576,531.50	\$ 19,281,389.50	\$ 19,281,389.50	\$ 1,315,566.00	\$ 10,693,455.50	\$ 100,035.26	

FUNDS	ORIGINAL BUDGET							Total Personal and Real Property Tax Requirement For Bonds
	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers		Necessary Cash Reserve	Total Available Resources Before Property Taxes	Fee and Delinquent Tax Allowance	
			2013-2014	2014-2015				
General	\$ 9,554,623.00	\$ 11,740,515.00	\$ 12,131,645.00	\$ 12,131,645.00	\$ 1,033,569.00	\$ 4,265,943.00	\$ 89,891.54	840,565.65
Depreciation	\$ 139,355.00	\$ 170,865.00	\$ 415,000.00	\$ 415,000.00	-	\$ 415,000.00	-	
Employee Benefit	\$ 4,711.00	\$ 12,936.00	\$ 26,942.00	\$ 26,942.00	-	\$ 26,942.00	-	840,565.65
Contingency	\$ -	\$ -	\$ -	\$ -	-	-	-	
Activities	\$ 397,932.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 157,145.00	\$ 657,145.00	-	840,565.65
School Lunch	\$ 370,496.00	\$ 408,000.00	\$ 408,000.00	\$ 408,000.00	\$ 74,852.00	\$ 512,852.00	-	
Bond	\$ 505,653.00	\$ 837,345.50	\$ 647,862.50	\$ 647,862.50	\$ 25,000.00	\$ 239,702.50	\$ 4,375.35	840,565.65
Special Building	\$ 1,062,878.00	\$ 306,900.00	\$ 538,042.00	\$ 538,042.00	-	\$ 365,973.00	\$ 1,738.07	
Qualified Capital Purpose Undertaking	\$ 283,010.00	\$ 569,970.00	\$ 4,553,898.00	\$ 4,553,898.00	\$ 25,000.00	\$ 4,179,898.00	\$ 4,030.30	9,162,969.61
Cooperative	\$ -	\$ -	\$ -	\$ -	-	-	-	
Student Fee	\$ -	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	-	\$ 30,000.00	-	9,162,969.61
TOTALS	\$ 12,318,658.00	\$ 14,576,531.50	\$ 19,251,389.50	\$ 19,251,389.50	\$ 1,315,566.00	\$ 10,693,455.50	\$ 100,035.26	

Teacher's Handbook

Wayne Community Schools



~~2015-16~~
2016-17

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Notice of Nondiscrimination

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

High School Students: Mark Hanson, High School Principal, 611 W 7th St., Wayne, NE 68787 (402) 375-3150, (Email: mahanso1@waynebluedevils.org)

Jr. High School Students: Rocky Ruhl, Middle School Principal, 611 W. 7th St., Wayne, NE 68787, (402) 375-3150, (Email: roruhl1@waynebluedevils.org).

Elementary Students: Russ Plager, Elementary Principal, 312 Douglas St., Wayne, NE 68787, (402) 375-3854, (Email: ruplage1@waynebluedevils.org).

Employees and Others: Rochelle Nelson, Human Resource Contact, 611 W. 7th St., Wayne, NE 68787 (402) 375-3150 (Email: ronelso1@waynebluedevils.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax: (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Wayne Community Schools Teacher Handbook 2015-2016 School Year

2016-2017
FOREWORD

Intent of Handbook

Welcome to Wayne Community Schools. This handbook is intended to be used by teachers and other certificated staff to provide general information about Wayne Community Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Wayne Community Schools and the Wayne Community Schools Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the ²⁰¹⁶⁻²⁰¹⁷~~2015-2016~~ and subsequent school years unless replaced by a later edition.

School Mission Statement

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

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:

- Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learning in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education;
- Is appropriate for the developmental level of the students;
- Addresses diverse learning needs;
- Instills a passion for learning and the importance of life-long learning;
- Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
- Develops expected work ethics, as well as group participation and leadership skills;
- Incorporates character education and multicultural education, including respect for diversity;
- Provides for application of technology in all learning areas;
- Provides access to advanced courses; and
- Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
 - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
 - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
 - Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

The District has three expectations that employees and students should follow:

- 1) Be Prepared
- 2) Be Respectful
- 3) Do the Right Thing **BE SAFE + DO THE RIGHT THING**

WCS Character Traits:

- 1) ~~Integrity~~ **RESPECT**
- 2) ~~Perseverance~~ **RESPONSIBILITY**
- 3) ~~Ownership~~ **HONESTY (TRUST)**
- 4) ~~Kindness~~ **CARING + FAIRNESS**
- 5) ~~Humility~~ **PERSEVERANCE**
- 6) ~~Honesty~~ **SELF-DISCIPLINE**
- 7) ~~Commitment~~ **COURAGE**
- 8) ~~Citizenship~~

Members of the Board of Education

Name	Contact Information
Mrs. Wendy Consoli	(402) 750-8180
Mr. Rod Garwood	(402) 375-3129
Mr. Scott Hammer	(402) 375-5307
Mr. Ken Jorgensen	(402) 833-5094
Dr. Carolyn Linster	(402) 369-2931
Dr. Jeryl Nelson	(402) 375-5145

I. GENERAL SCHOOL POLICIES

A. Teacher Absences

The Board of Education has established a policy concerning the teacher's absence due to illness and emergencies.

Absences resulting from personal illness, snowbound conditions, serious family illness or funeral in the immediate family are considered as excused absences. Others are not. Specifics may be found in the most recent negotiated agreement between the WEA and the Board of Education.

All applicable paid leave will be used before any unpaid leave is taken. All paid leave must be used prior to and in conjunction with the FMLA (Family Medical Leave Act).

B. Severe Weather - Dismissal

The superintendent shall have the authority to call off or dismiss school in cases of severe weather. Public announcement of school closure will be made over Wayne radio KTCH and the automated calling system.

C. Purchases

All purchases in the name of the School District will be arranged for through the superintendent's office. Any purchase made otherwise will ordinarily not be paid for by the Board. If you wish to make a purchase for your department, first come to the office and receive a P.O. from the principal.

Activity account funds collected by organizations are turned in to the bookkeeper who will issue a receipt. The principal will authorize all student organization expenses with a purchase order. The Athletic Director in cooperation with the principal will administer the budget for the athletic department.

D. Social Activities

All social activities:

1. must be planned by student organizations under supervision of school personnel.
2. must be on the master calendar of school activities approved by the principal and superintendent at least 5 days prior to the activity.
3. must use school facilities or other approved public rented private facilities approved by the superintendent or principal.
4. 7-12 may be held until 11:30 p.m. on non-school nights and 10:00 p.m. on school nights. Lights should be out and the building vacated by 12:30 a.m. on weekends and 10:30 p.m. on school nights.

Students in **grades 7-12** coming to school parties will be admitted until one-half hour after starting time. No one will be expected to leave the building with the intention of coming back to the party except with the permission of one of the teachers in attendance.

E. Newspaper Articles

If you have a news release concerning your room or department, write a brief but accurate news item approved by the principal.

F. Payment of Salary

Salary payments will be made to all certified employees in twelve equal installments on the 20th of each month. If the 20th falls on a non-school day, all employees will be paid on the last working day before the 20th of each month.

G. Grievance

Refer to grievance procedure in Appendix.

H. Travel Policy

Wayne Community Schools has implemented the following rules for travel reimbursement. It is the responsibility of the building principal or the appropriate administrator – hereafter named "administrator" – to make lodging reservations and coordinate travel for those attending. If people from two different buildings are going to the same conference, the appropriate administrators are responsible to coordinate travel with each other to minimize expenses. Many Nebraska hotels will direct bill to the District for lodging. This is encouraged. As a public entity, the District is exempt from taxes. Given adequate notice, the superintendent's secretary will make lodging reservations if the appropriate administrators so wish.

Meals:

Non-Overnight and Overnight Travel: Daily Maximum - \$25.00

The District will not reimburse for meals that were included in registration. **Receipts must be turned in.**

Lodging:

Administrators must approve appropriate lodging reservations at a reasonable expense.

Transportation:

Administrators are responsible for arranging school transportation for the travel. If school transportation is not available, mileage will be reimbursed at the rate assigned by the School Finance and Organization Services and the mileage chart from the superintendent's office. Administrators are responsible to organize travel plans to minimize transportation costs.

Expense Reimbursement:

An expense summary reimbursement form is to be completed by the traveler and signed by the administrator. The administrator will forward the expense summary to the superintendent's office.

Documentation:

The district will accept the following documentation for meals and expenses:

- Original Receipts
- Copies of Receipts
- Travel Log

At times, when dining with people from different organizations, you are unable to obtain a receipt or a copy. If this occurs, please list the date and time of the meal (breakfast, lunch, supper), as well as the people you were with and the cost of the meal.

I. Authority and Responsibility

Every employee will have the authority and responsibility to supervise any and all students within the building or on the school grounds or at any school sponsored activity at home or away from home. Any rudeness or refusal of the student to comply with an employees request shall be reported to the student's principal as soon as possible. Every employee may expect complete support from their superiors and the Board of Education for reasonable disciplinary measures taken.

J. Hours of Duty

Wayne Community Schools faculty shall be on duty in the classroom and available to students, from 7:55 a.m. until 3:55 p.m. Hours may be extended for meetings or other duties that may arise.

K. Tobacco Use by Staff

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles, is prohibited.

II. **GENERAL INFORMATION WITH REGARD TO PROCEDURE**

A. Activity Schedules and Building Use for Special Meetings

Our high school buildings are in great demand and are used for many and varied activities. Many times special equipment or special areas are involved. We have night meetings, adult education classes, Saturday morning meetings, and classes, community activities, etc. We use the Lecture Hall, gymnasium, student commons, music rooms, shops, regular classrooms, etc. Use of these areas requires close cooperation between the people who are assigned to the area, the custodial staff and the administration. All must be aware of the fact that the space is being used, the time, groups involved, etc. On many occasions special personnel must be contacted to operate the equipment involved. The best example is the Lecture Hall. Very few of you can or should operate the light board. A special crew has been trained to do this work -- thus it is important that we know in advance if and when a group will use the Lecture Hall. The same type of problem exists in the gym area and involves P.E. staff, who have general supervisory responsibility for this space. In an effort to improve our scheduling, please follow the procedures given if you plan to use space in the building other than that assigned to you on the regular class schedule.

1. Contact the principal's office to request to use the space wanted. This is absolutely necessary to avoid conflicts, and multiple requests for the same area.
2. Contact person in charge of the area to be used a week in advance so arrangements can be made.
3. Notify custodial staff so that lighting, cleaning, and security problems will be properly handled.

NOTE: The principal will try to assist in completing items 2 and 3, but you are to assume prime responsibility for this obligation.

A few other suggestions that are important include the following:

1. Be present personally when you use special areas or space. Do not turn the equipment or area over to other people or students. We must have a faculty member present and in charge at all times.

2. Be sure all equipment is cared for, lights turned off, and doors locked when you leave. Check out required keys from the principal.
3. There is a custodian on duty in the schools at night. Contact him/her if you need help in an emergency.
4. Report any special problems noted in the use of areas to which you have been assigned.
5. There is an increasing number of activities, practices, and rehearsals being scheduled on Wednesday nights, which are considered a community church activity night, and on Sundays. In order to better coordinate our program with the churches' activities, scheduling of rehearsals and activities must be completed by 6:30 on Wednesdays, and will only be allowed for varsity teams on Sundays prior to a conference tournament or district game on Monday. It is impossible not to have some of our activities during these two periods, however, we must make every effort to limit it. All rehearsals, practices, meetings, events, and activities you feel must be scheduled on Wednesday nights or Sundays must be requested to the principal for approval prior to scheduling.

ALL SCHOOL ACTIVITIES, BOTH IN THE BUILDING AND AWAY FROM THE SCHOOL, MUST BE APPROVED AND SCHEDULED IN THE PRINCIPAL'S OFFICE.

III. PERSONAL AND PROFESSIONAL CONDUCT

A. Professional Ethics Standards

The Wayne Community Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education, as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to "educator" shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
7. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.

4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
2. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
6. Shall permit no commercial or personal exploitation of his or her professional position.
7. Shall use time on duty and leave time for the purpose for which intended.

B. Evaluations

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

C. Role Model

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

D. Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

E. Professional Attire

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained, and are expected to dress accordingly for the specific teaching position they are in. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary. Following are levels of dress that should be followed. These levels are to be used as a guide for certificated staff and provide a level of consistency of expectations. Building level administrators will be responsible to announce these levels to staff and will remind staff if they are not meeting said level of expectations.

1) Dress-up - This level of attire describes the highest level of professional dress and should be used on certain "special occasions" such as parent-teacher conferences, special visitors to school and/or classroom, and other events that call for dressy attire.

2) Professional dress - This level of attire will be the level that certificated staff use on a regular basis when they are at work. Jeans, t-shirts and shorts should not be worn. Clothing and footwear that is appropriate for the particular area of instruction may be worn. On workshop/in-service days, professional dress will be followed when an off-campus presenter is invited, or when staff go off site for the professional development. Footwear should be neat, clean, and appropriate. Appropriate shoes include dress shoes or pumps; leather-like, suede or loafer-style shoes; and boots. Closed-toed mule or closed-toed slide styles are also acceptable. Open-toed shoe with a dress appearance or dress heel is acceptable. At times, staff must wear certain types of shoes for medical conditions. Should this be the case, please discuss the situation with your supervisor. Beach style flip-flops are not acceptable.

3) Casual/Jean Day - These days will allow jeans and casual dress and will occur on the last Friday of the month, or as determined by the administration. On school days, shorts and sweatpants will not be allowed, however t-shirts that promote Wayne Community School activities are acceptable. On non-school days that are contract days, such as pre-service work days or work days at the end of the school year, sweatpants and shorts are acceptable.

4) Spirit dress - Dress days such as homecoming, Husker dress, Wildcat Wednesday and the like, will be announced periodically by the administration. Teachers and administrative staff are encouraged to partake on student dress themes for homecoming, red-ribbon week, and other special dress days the students partake in.

F. Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

G. Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

H. Admission Procedures at High School Athletics, Dramatics, Music and Other School Activities

Listed below are general principles and procedures we intend to follow:

1. Faculty and staff will receive a family activity pass in exchange for taking tickets at one school activity. (NSAA activities excluded.)
2. Faculty Passes are not good for play-offs or district tournaments. These are special events that we host that have rules preventing the honoring of school passes.
3. There may be occasions when special guests, such as parents of activity sponsors will be attending a school function. A complimentary pass will be issued upon request. See principal's office.
4. All admission tickets used for a high school activity will be serial numbered.
5. Admission prices and complimentary ticket plans must be approved by the superintendent.
6. Any faculty member is invited to discuss any admissions problem not covered by this handbook with the principal.

I. Evacuation Procedures

Remember to review safety and evacuation procedures with your classes. Exit signs should be posted near the exit to your classroom. Should you have such sign missing, notify the principal immediately. Tornado exit signs should be posted nearby. All faculty members are responsible to take your emergency blue bag with you for all evacuation procedures.

The following is a breakdown of exits and procedures for fire drills:

7-12 FIRST FLOOR (Lower Level)

<u>Room #</u>	<u>Exit</u>	<u>Alternate Exit(s)</u>
Stage	Commons Doors	West Doors, South Doors, East Doors
113 (LH)	West Doors	North Door LH, South Door, Commons, East Door
114 (7/8 Band)	West Doors	South Door, Commons, East Door
116 (7/8 Girls Locker)	North Door Locker Room	Auto Shop, West Doors, Commons, South Door
H.S. Girls Locker	South Doors	West Doors, East Door Commons

120 (Computer Lab)	West Shop Door	West Doors, Wrestling Room West Door
121 (Wood Shop)	West Shop Door	West Doors, Wrestling Room West Door
122 (Metal Shop)	West Shop Door	West Doors, Wrestling Room West Door
123 (Shop)	West Shop Door	Wrestling Room Doors, West Doors
124 (Business)	West Shop Door	West Doors, East Door Commons, South Doors
H.S. Boys Locker	South Locker Room Door	South Door, West Doors
119 (Band)	West Door Band Room	West Doors, East Door Commons, South Doors
100 (Commons)	East Commons Doors	West Doors, South Doors, East Doors
101	East Commons Doors	West Doors, South Doors, East Doors
102	East Commons Doors	West Doors, South Doors, East Doors
Faculty Lounge	East Commons Doors	West Doors, South Doors, East Doors
IMC Room	East Commons Doors	West Doors, South Doors, East Doors
103	East Doors	Commons, West Doors, South Door
104	East Doors	Commons, West Doors, South Door
105	East Doors	Commons, West Doors, South Door
106	East Doors	Commons, West Doors, South Door
107	East Doors	Commons, West Doors, South Door
108	East Doors	Commons, West Doors, South Door
Wrestling Room	West Wrestling Door	West Doors, West Shop Door
303	South Doors	East Commons Doors
304	South Doors	East Commons Doors
305	South Doors	East Commons Doors
Kitchen	South Doors of Kitchen	South Hallway Doors, East Commons Doors

7-12 SECOND FLOOR (Upper Level)

210 (LH)	North Door LH	West Doors, North Main Door
211 (Girls Gym)	North Door Girls Locker	West Doors, N. Door LH, N. Door – Main Entrance
213 (Boys Gym)	South Door Boys Locker	N. Door – Main Entrance, N. Door LH, West Doors
200 (Office)	N. Door – Main Entrance	West Doors, East Doors
202	N. Door – Main Entrance	East Doors, West Doors
203	N. Door – Main Entrance	East Doors, West Doors
204	N. Door – Main Entrance	East Doors, West Doors
205	East Doors – Lower Floor	N. Doors – Main Entrance, West Doors
206	East Doors – Lower Floor	N. Doors – Main Entrance, West Doors
207	East Doors – Lower Floor	N. Doors – Main Entrance, West Doors
208	East Doors – Lower Floor	N. Doors – Main Entrance, West Doors
209	N. Door – Main Entrance	East Doors, West Doors
217 (Science)	N. Door – Art Room	N. Door - Upper L.H., West Doors
218 (Art)	N. Door – Art Room	N. Door – Upper L.H., West Doors
401	N. Door – Main Entrance	South Doors Jr. High
402	South Doors Jr. High	N. Doors – Main Entrance
403	South Doors Jr. High	N. Doors – Main Entrance
404	South Doors Jr. High	N. Doors – Main Entrance
405	South Doors Jr. High	N. Doors – Main Entrance
406 (Computer Lab)	South Doors Jr. High	N. Doors – Main Entrance
407 (Library)	N. Door – Main Entrance	South Doors Jr. High

ELC Elementary – Refer to exit signs in classrooms and once outside report to home base.

SPECIAL INSTRUCTIONS:

1. The first person to each exit door is responsible for keeping the door open while others pass through.
2. Students should walk rapidly, but must not run.
3. Visiting and talking cannot be tolerated. This hinders evacuation.
4. Classes and instructors leave in a group. Follow the group ahead; do not mix with them. In general, the order will be determined by relative distance to the exit.

5. Move down the walks outside the doors far enough so that groups following will have space. All should be a minimum of 100 feet from the building.

Fire drills will be conducted at intervals during the school year. Be familiar with procedure(s) for the room in which you are stationed each school period.

TORNADO - Disaster Procedure

According to the Wayne County Civil Defense Emergency Operations Plan, "A tornado will hit at some spot in the county on the average of about once every other year." Please read the following and thoroughly familiarize yourself with the procedures to be followed in the event any tornado watch, alert, or warning is called. Be prepared to act when necessary.

Tornado Watch: This term is generally announced on the radio and TV when atmospheric conditions indicate the likelihood of tornado development during a specified period of time. Local Procedures involve no direct action on the part of teachers, staff, or students.

Tornado Warning: This term applies when a tornado has been sighted and is nearby. Danger is imminent, and the following actions are to be taken immediately:

1. All persons on the upper floors are to move, in an orderly manner, to the lower level.
2. All persons are to assemble utilizing the following areas for shelter:

ELC : RESTROOMS IN MIDDLE HALLWAY ~~ADJACENT TO~~
Elementary: Grades K-6 – Lower hallway between fire doors.

Jr./Sr. High : Seniors	Old Choir Room (by Band Room)
Grades 9-11 Boys	Boys Locker Rooms
Grades 9-11 Girls	Girls Locker Rooms
Grades 7 & 8 Boys	Jr. High Boys Locker Room
Grades 7 & 8 Girls	Jr. High Girls Locker Room
Office Staff/Custodians/Visitors	Emporium

(Female teachers to girls locker rooms; male teachers to boys locker rooms; band and shop instructors, and senior class sponsor to choir room.)

As much as possible, all persons should be seated on the floor, facing away from doors or other openings, knees drawn up to chest, head down, and hands and forearms over head and back of neck. All persons are to remain in place and as quiet as possible until the "all-clear" is given.

Signals:

Tornado Watch: None

Tornado Alert or Tornado Warning: Intercom message, if power is on. If no power, office personnel will bring verbal message to each classroom.

All Clear: Intercom or verbal message.

Special Notices:

No one is to leave the building. Any emergency situation can cause panic. Staff members should do everything they can to keep others as calm and quiet as possible.

J. Students Acting Abnormally

A student who exhibits signs of alcohol or drug use should be escorted to the central office for referral to the building principal and health service personnel. If the student is uncooperative during the referral process, the building principal or designate should be contacted immediately.

K. Room Assignment

We try to assign a specific room to each teacher. It is your responsibility to see that this room is locked each night before leaving the building. All lights should be turned out, the windows closed and locked, and the shades should be left open. There should be no unnecessary marring of furniture, books, walls or other equipment. The teacher in charge of a room is directly responsible for all the equipment and supplies in that room. Students will be asked to pay for excessive and unnecessary damage.

L. Keys

Teachers are issued keys for their own personal use. In the acceptance of these keys, you also accept a responsibility for the room which they open. Each teacher will also be issued a key for their own room. Keys for the outer door will also be issued, if requested. Keys will be issued in the fall and turned in at the end of the school term. (Teachers may request use of keys during summer months.)

M. Mailboxes

Each teacher has his/her own mailbox in the office. This should be visited daily. Mail will come into the office sometime in the morning. Students should not be sent to the office for teachers mail. Emergency messages only will be hand delivered to teachers.

IV. STANDARDS OF COMPETENCY

A. Administrative and Supervisory Requirements:

Educators must possess the abilities and skills necessary to accomplish the designated task. Each educator shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the school system;
3. Recognize the role and function of community agencies and groups as they relate to the school and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each teacher and special services provider shall:

1. Utilize available instructional materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the school which has been communicated to the teacher or special services provider;
3. Use channels of communication when interacting with administrators, community agencies, and groups, in accordance with school policy.

Each administrator shall:

1. Use available instructional personnel, materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce school law, state board regulation, and written and dated school board policy which has been communicated to the administrator;
3. Use channels of communication when interacting with teachers, community agencies and groups in accordance with school policy.

B. Analysis of Individual Needs and Individual Potential:

The educator shall utilize or promote the utilization of diagnostic techniques to analyze the needs and the potential of individuals. These may include but need not necessarily be limited to:

1. Personal observation;
2. Analysis of individual performance and achievement;
3. Specific performance testing.

C. Instructional Procedures:

Each educator shall seek accomplishment of the designated task through selection and utilization of appropriate instructional procedures. Each educator shall:

1. Create an atmosphere which fosters interest and enthusiasm for learning and teaching;
2. Use procedures appropriate to accomplish the designated task;
3. Encourage expressions of ideas, opinions and feelings.

Each teacher shall:

1. Create interest through the use of materials and techniques appropriate to the varying abilities and background of students;
2. Consider individual student interests and abilities when planning and implementing instruction.

Each administrator shall:

1. Support the creation of interest by providing the materials, equipment and encouragement necessary for the teacher to accomplish the designated task;
2. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

D. Communication Skills:

In communicating with students and other educators, each educator, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

E. Management Techniques:

The educator shall:

1. Resolve discipline problems in accordance with law, school board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Use management techniques which are appropriate to the particular setting such as group work, seat work, lecture, discussion, individual projects and others;
4. Develop and maintain positive standards of conduct.

F. Competence in Specialization:

Each educator shall:

1. Possess knowledge, with his or her area of specialization, consistent with his or her record of professional preparation;
2. Be aware of current developments in his or her field;
3. Possess knowledge of resources which may be utilized in improving instruction in his or her area of specialization.

G. Evaluation of Learning and Goal Achievement:

An educator shall accept responsibility commensurate with delegated authority to evaluate learning and goals achievement. Each educator shall:

1. Utilize several types of evaluation techniques;
2. Provide frequent and prompt feedback concerning the success of learning and goal achievement efforts;
3. Analyze and interpret effectively the results of evaluation for judging instruction, the achievement of stated goals, or the need for further diagnosis;
4. Utilize the results of evaluation for planning, counseling and program modification;
5. Explain methods and procedures of evaluation to those concerned.

H. Human and Interpersonal Relationships:

Educators shall possess effective human and interpersonal relations skills. Each educator shall:

1. Allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Not knowingly misinterpret the statement of others;
3. Not show disrespect for or lack of acceptance of others;
4. Provide leadership and direction for others by appropriate example;
5. Offer constructive criticism when necessary;
6. Comply with reasonable requests and orders given by and with proper authority;
7. Not assign unreasonable tasks;
8. Demonstrate self-confidence and self-sufficiency in exercising authority.

I. Personal Requirements:

In assessing the mental or physical health of educators, no decision adverse to the educator shall be made except on the advice or testimony of personnel competent to make such judgment by reason of training, licensure and experience. However, certain behaviors are held to be probable cause to examine, and each educator within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

V. ACADEMIC MATTERS

A. Purpose and Goals of Academic Achievement

The Wayne Community Schools Board of Education is committed to providing a quality education for all Wayne Community Schools students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

B. Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

C. Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

D. Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week in PowerSchool. It is generally preferable to give numerical grades for tests, quizzes, and daily work. **GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.**

Recording Grades. Each teacher shall record grades in the Daily Class Record. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

PK+K SCALE: TS GOLO

1-2 STUDENT EVALUATION SCALE:

1-2

E = Excellent
S = Satisfactory
P = Progressing
N = Needs Improvement

3-12 STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress are as follows:

A =	95-100	C =	78-81
A- =	93-94	C- =	75-77
B+ =	90-92	D+ =	72-74
B =	87-89	D =	68-71
B- =	85-86	D- =	65-67
C+ =	82-84	F =	below 65
Inc. =	Incomplete		

Conditional - indicates credit for students achieving to, or near their capacity and yet not achieving a passing mark according to grading standards (not counted as college requisite course). Credits are awarded provided future work is satisfactory.

Failing grades are very easy to place behind a student's name. It is not advisable to give a student a failing grade unless every effort has been made to find the solution to their problem.

The following steps should be followed if a student is doing unsatisfactory work.

1. Have personal conference with the pupil.
2. Give the pupil special help.
3. Check teacher expectations.
4. Check the intelligence test.
5. Consult the principal and pupil's parent.
6. Consult the S.A.T. group.

Before failing a student for the semester, the principal and counselor should be consulted. If it is certain the student is going to fail for the semester, the teacher should be sure he/she has retained definite evidence of the student's work.

At least two grades should be placed in the grade book each week for every pupil.

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester).
4. Teachers may exercise professional judgment in distributing marks.

Reconsideration of Grades/Marks: Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Transfer Grades: A student transferring into Wayne Community Schools at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Reports to Parents: Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

E. Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. Parent-Teacher conferences will be scheduled yearly. Refer to District Calendar for Parent-Teacher conference dates. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.

F. Care of Injured Students

Quite often students are injured in some way during school, and it is our responsibility to see that they are properly handled.

The school nurse is on call at any time an injury occurs. And, in most cases, the school nurse will care for the injury if you contact her.

There are times when injuries are so small that you will look after them and perhaps apply first aid. The most important thing about this whole situation is that you use good judgment. Some

cases will not require any attention, while some will require immediate attention from the nurse or the family doctor. Head injuries should be reported to the nurse.

In case you seek the aid of a doctor, it is important that you ask the student the name of the family doctor. If the student does not know the name of the doctor, you should contact the parents by telephone.

In case of an injury that requires the attention of the nurse or the family doctor, you again should use your judgment as to whether an injured student should be accompanied by another student, or if he is able to go alone. You also must decide, in case of a more serious injury, if the teacher should accompany him or if some student should accompany him. Do not allow one student to drive another home without clearance through the office. It is the responsibility of the school to give proper attention to all injuries. A good deal of responsibility rests with each teacher as to the manner in which injuries should be handled. If you are in doubt, contact the office for assistance.

Report of Injuries:

All injuries which require the attention of the school nurse should be reported in writing the same day the injury occurs. The school nurse will supply a report form and notify the principal whenever serious injuries occur.

Check on the injured students. Many times a visit or telephone call does much to make the student and parents feel we are interested. Additional information is available in the school Safety Handbook.

Payment of Bills:

Be certain that students understand they are to pay their own doctor bills. Insurance coverage is the responsibility of each student and his family.

G. Study Hall Regulations (7-12)

As a study hall teacher, it is important that these policies are enforced at all times. We must be consistent in all study halls. According to the size of the study hall, the amount and type of supervision will vary. However, it is important that once seating charts are made out, you do not just sit at the desk. You will need to move about the study hall. The desks/tables have been cleaned and they should be kept clean at all times. Students should report any markings on desks so that they will not be the ones required to remove any writing. Students are not to write notes in study hall. If you pick up a note, throw it away immediately without reading it. This will cause much less confusion than you keeping the note.

A meeting of study hall teachers in each building will be held shortly after school begins to see if the rules need to be changed or if there are any problems not covered in the general rules and regulations.

Procedures

1. Each student has assigned seat. A seating chart should be available for use by substitute teachers.
2. Each student leaving study hall must sign out and return ten minutes before the end of the period. Privileges will be lost for two days for failure to do so (talking, locker, restroom, passes, etc.).
 - a. One sign out to restroom (one male and one female). Use lower restroom if the study hall is on lower floor and upper restroom if the study hall is on upper floor.
 - b. No locker passes at any time. You are expected to bring all the materials you need to study hall with you. Going to your locker on a restroom pass will result in your privileges being restricted.

- c. "Failing List People" may not check out unless on a pass from a teacher of the class that the student is failing.
 - d. "Failing List People" may not check out of the study hall to use the patio area.
 - e. Students must have a pass to the library - any materials (magazine, newspaper, etc.) must be returned at end of the hour.
 - f. No passes of any kind will be given during the last ten minutes.
 - g. No passes of any kind will be given to any room other than those in A, C, or D above. Exceptions must be cleared at the central office.
- 3. Students may speak with permission only and stand while speaking.
 - 4. Studying together (two students) permitted in specified area only.
 - 5. No sitting on heater units - under steps or by windows.
 - 6. Each student must have some type of work at their desk. No one is to remain and use the area to sleep, talk, distract, etc.

H. Sponsoring School Buses

The following are basic procedures and regulations governing all school sponsored bus trips:

- 1. The sponsor is to have a written list of students riding their bus so that an exact roll can be taken.
- 2. In case more than one bus travels on the same trip, the loads are not to be interchanged after leaving Wayne. Many students seek to swap places about the time you are to return home.
- 3. The students are expected to have a good time, but the sponsor is responsible for the general conduct of their group and must see that orderliness is maintained. Students must sit in specific seats. Insurance coverage is voided if they are allowed to congregate in groups.
- 4. The use of tobacco is prohibited.
- 5. Sometimes students can be excused from returning to Wayne on a school bus if arrangements have been made with the principal, before the trip is started. This requires parental approval. The parent must personally pick up the child.
- 6. A sponsor can always expect a certain number of incidents to come up not covered by normal regulations. The sponsor is to use their own judgment as these problems arise.
- 7. If a sponsor has any question about duties, these questions should be settled with the principal before a sponsored trip is undertaken.
- 8. Submit bus request forms to the principal.

I. School Vans

We own several vans which may be used by student groups. The procedure for using these vans is as follows:

- 1. Request that the equipment be reserved for you on the dates you wish to use it. Contact the high school principal.
- 2. Check out the van key and credit cards from the high school principal's office. Return the key and cards as soon as possible when you return.
- 3. Please see that the inside of the van is clean at the end of each trip.
- 4. Use the van credit card to purchase gas and return the copy of charge slips with credit card. The vans use lead-free gas.
- 5. A small vehicle bus operator's license is no longer required to drive a school van. However, only 10 passengers plus the driver may be transported in a vehicle without complying with the state school bus regulations. Lights must be on while transporting students.

J. Securing Publicity for School Activities

Wayne Herald - You are expected to call, send, or fax down information before noon on Tuesday of the week you need your article to run in the paper.

There are many occasions throughout the year when faculty members will have a news item or a clever story of some type that is worthy of coverage. The Herald invites you to call in any time and give them the article. We probably have been quite lax at times in calling down articles that are worthy of publicity -- don't pass up the opportunity to send items from your department.

Radio Station KTCH - The radio station has been very cooperative in providing news coverage for special events. In fact, they are anxious to receive this news because it helps increase their listening audience. We have probably missed a great deal of publicity because we forget to call the radio station on special news items.

Public Access Cablevision - Huntel Cablevision is anxious to assist in the public programming which we can provide. Taped concerts, school events, athletic activities or even "live" broadcasts are available. Contact the principal's office for additional information.

K. School Funds -- Policies for Purchases and Handling

1. Activity Fund

- a. All receipts must be deposited to the High School Activity Fund and checks drawn to pay bills. All bills should be paid as soon as possible. Requests for payment must be made at least two (2) days prior to the due date.
- b. Each club/activity/organization/class has an account in the high school activity fund.
- c. Check requisitions for payment of bills by the activity fund account must have the bill or invoice attached and put in the principal's mailbox for approval. In those cases where it is impossible to acquire an invoice, a detailed explanation of the expenditure should be given. Example would be paying of game officials.
- d. Students should have a note from sponsor authorizing a student to charge to the high school activity account and instruction on how it should be completed. Be sure to identify your activity.
- e. Large expenditures of organizational activity funds must have approval of the principal prior to purchase.
- f. Staff members responsible for an activity account must take the necessary actions to operate within a balanced budget. All money collected should be counted and turned in to the activities secretary immediately after collection. Never leave money in an unsecured area.
- g. Requests to the Superintendent's office for reimbursement to the Activity Fund for money already spent for items or services that were approved and budgeted for in the General Fund are to be submitted to the principal.

2. General Fund

Submit promptly to the school accountant an invoice or sales slip for any item that is to be paid by the District.

L. Lesson Plans

All teachers will submit lesson plans for the week on g drive before they leave school on Friday night, or before school starts on Monday. Well written plans should be made available to substitutes when regular staff are ill or absent. They should (1) guide instruction on a daily and weekly basis; (2) include content and instructional methods; (3) indicate necessary resources to be procured in advance; (4) provide continuity with prior learning; and (5) be flexible to meet individual students needs. Lesson plans submitted late will be documented in the teachers evaluation file, if the practice becomes habitual.

Multi Media

Here are some general policies with regard to the showing of films:

1. All presentations should be previewed.
2. Show the presentation only in the class for which it has definite relationship to the unit now being studied. - A DESCRIPTION OF ~~THIS~~ ~~RELATION~~ THE PURPOSE MUST BE OUTLINED IN LESSON PLANS
3. Use a study guide of some sort, don't have the film day be just a day off for the teacher and students.
4. R rated films should have parent permission before students are allowed to view. K-6 films should be rated G or PG.

- M. Faculty Lounge *S.K-6 MAY SHOW A LIMITED NUMBER OF MOVIES FOR CLASSROOM CELEBRATIONS PER PRINCIPAL APPROVAL + USING TERMS OF THE MOVIE LICENSE*

A professional lounge has been established for use by staff during their planning period, lunch hour, and before/after school. It is your responsibility to keep it neat and clean.

Students are not allowed in the faculty lounge unless a teacher is present.

VI. DUTIES AND RESPONSIBILITIES

A. Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at Wayne Community Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.

Be careful with your language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
 - When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
 - Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.
3. Proper Maintenance of Buildings, Grounds, and Equipment
- Conduct periodic inspections of equipment under your control or in your area of supervision.
 - If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
 - Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.
4. Proper Warnings
- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately contacted, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

B. Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students

making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

C. Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

ALL ACTIVITIES ORGANIZED MUST FUNDRAISE DURING THE ANNUAL GIFT-A-TONN COORDINATED BY THE WCS FOUNDATION. THIS WILL BE THE ONLY FUNDRAISER ALLOWED FOR ACTIVITIES + CLUBS.

D. Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor or an administrator will help you.

VII. SPECIFICS RELATING TO WAYNE COMMUNITY SCHOOLS

A. Attendance

Attendance will be handled through the principal's office. The teacher's first assignment each class period is the attendance report.

B. Equipment and Room Damage

Watch constantly for marks, cuttings, etc., in your rooms, study halls, lecture hall, etc. Work immediately on a corrective program if your students are to blame. Halls and restrooms must be supervised by everyone. Please report damage to the office. Work hard to keep your room and its equipment neat and clean. PLEASE DO NOT place any spray/bomb type aerosol cans in the wastebaskets.

C. Fire Drill and Tornado Evacuation Procedures

The evaluation procedures for all building rooms and areas have been published. Post the instructions on your room bulletin board. Be sure all students understand the correct route for leaving. Tornado instructions are published on page 11.

D. Fund Raising Policy

Activities and organizations conducting any fund-raising drives must have prior approval of the principal. A report of the drive will be submitted after its completion and money deposited in a timely manner. Never leave money in an unsecured area.

All money submitted to the activities secretary must be counted prior to the time it is turned in. The secretary will then verify the count and give you a receipt.

E. Schedule of Events

A monthly activity calendar and newsletter is published. The activities should be checked for accuracy: Report any changes to the principal. Post this calendar on your bulletin board.

F. School Visitor Regulations

We have many visitors during the school year, some being students from other schools, some college students, some parents, and few unclassified as strangers. All visitors should report to the office for a visitors pass.

To protect yourselves, we make the following suggestions:

1. We are happy to welcome the parents at anytime and know that you will make them feel welcome. This group has not been a problem.
2. Children coming in from other schools can be a problem, therefore we will not issue passes for their attendance. They may visit before/after school or at lunch hour.
3. Visiting college students are usually Field Experience Students or student teachers.
4. There are certain unclassified strangers that sometimes appear in our building. You should be alert and report the fact to the office. We have had people outside of school disturb our building during the school day. Be certain to report this to the office.
5. We have past graduates who seem to enjoy coming back occasionally, and we suggest that you use your own judgment as to how they should be handled. We don't want to give our alumni the idea that they are not welcome, yet we must be sure that they do not become a nuisance. If there are questions, ask them to pick up a visitor's pass.

G. Hall Duty

Teachers are required to supervise the halls outside their classroom doors when classes are passing. Do not tolerate running, pushing, or horse-play just because the students involved are not in your classes. Teachers should assume responsibility for supervision of students at all times at any school function or activity as well as in any part of the building.

Teachers are also expected to serve hall duty, bus duty, and/or door duty before and after school. A schedule and list of duties will be provided by the principal. Elementary teachers should monitor movement of students to their final destination at the end of the day.

H. Sponsorship

All school teachers may be assigned to sponsor school organizations. Every effort is made to keep the assignments in line with preparation and teaching load.

The elementary principal must approve all meetings held at the elementary school. Meetings held at the high school should be registered at the high school office on the calendar provided.

If a group of students or a teacher wishes to organize a club of some type that presently is nonexistent, permission should be obtained from the administration and Board of Education.

I. Classroom Procedure

1. Classes should not be dismissed before the dismissal bell rings. If in doubt, call the office for information.
2. Students who are to participate in extracurricular activity must be in school one-half day prior to the performance. Exceptions to this mandatory rule will be dealt with by the principal.
3. You are responsible for everything in your room. In the event of a loss, please notify the office promptly. Please do not "borrow" chairs, desks, or other school equipment from various rooms without permission from the administration. In the event additional furnishings are necessary, the building custodian should also be alerted.

4. Never leave a group of students unattended unless an emergency arises and then inform the office for a substitute and assistance.

J. Supervised Study (7-12)

As a general rule, at least fifteen or twenty minutes of each period should be devoted to supervised study. Budget your time so that ample study time is provided. Keep students busy until the end of the period. The class load of our students, our teacher's load, and our schedule has been planned with supervised study periods in mind. The success of this program depends on teacher cooperation.

K. Examinations

Semester examinations may be given at the option of the teacher. Class tests may be given as often as a teacher finds them necessary to evaluate their teaching and student comprehension and retention.

L. Make-up Work

Any student absent from school for any extended period may call the principal's office or send someone to pick up his/her assignments.

M. Eligibility (7-12)

For all activities involving contest or participation between high schools of other districts and towns, students will need to meet the eligibility standards.

To be eligible, students must have received passing grades in at least four subjects for the previous semester and not be listed on the weekly unsatisfactory work sheet in three or more subjects. The students will be evaluated on a cumulative basis.

N. Tardiness

1. **K-12:** Pupils arriving in the building after 8:05 a.m., and coming in late from lunch, report directly to the principal's office on the main floor of the building. If a student bypasses the office, they should be marked as an "unexcused tardy", kept in class, and assigned a seminar.
2. **7-12:** Students are allowed sufficient time for passing to classes. Excessive tardies may result in a seminar from the teacher(s), or other discipline action as stated in the student handbook.
3. **7-12:** If a student's tardiness is excused, at least one of the following will occur: pink pass/planner pass from teacher who kept student late; e-mail from teacher to teacher (student can prompt the need for the teacher to check e-mail if tardy is excused); phone call from teacher to teacher. If a teacher has already taken attendance, he/she will need to take attendance again to change absence/unexcused tardy to excused tardy. Refer to the Student Handbook for further details.

O. Convocations

Each teacher is to sit with their class or particular group that is under their supervision during or at the time of the assembly. Each teacher will be responsible for the behavior of their group.

P. Announcements (7-12)

Announcements should be presented or e-mailed to the secretaries no later than 10:30 a.m. each day. Announcements will be read by teachers each day at the beginning of fourth period from PowerSchool. All announcements, if written out, must be signed by the sponsor to be deemed authentic.

Announcements placed on the bulletin boards must be signed by the sponsor of the activity. If sponsors are in doubt as to their advisability, they should contact the principal for his approval.

Q. Locker Inspection

Locker inspection will be held as necessary during the year.

R. Lost and Found

All lost and found articles should be turned in at the office of the principal. Students and teachers who have misplaced or lost an item should inquire at the office.

S. First Aid

General first aid supplies will be kept in the nurse's office. Injuries requiring more than just first aid, should be reported at once to the office so that the parents can be notified and the student can be taken to their family doctor.

T. Drills

Tornado and fire drills will be held periodically. The principal will inform each teacher of the procedure for leaving the building.

U. Ticket Selling and Supervision

All teachers are expected to help and take their turn performing necessary duties at athletic contests or any public performance by our students.

V. Faculty Meetings

Faculty meetings will be scheduled to provide information, in-service activities, and other items pertaining to the welfare of the school and faculty.

Appendix

- **Grievance Procedures**
- **Notice Concerning Staff Qualifications**
- **Notice Concerning Disclosure of Student Recruiting Information**
- **FERPA**
- **Vocational Education**
- **PPRA**
- **Receipt of Handbook**

Grievance Procedure for the Wayne Community Schools

The following grievance procedure is proposed to apply to certified staff.

The purpose of this procedure is to resolve disputes arising from the administration of the negotiated agreement. The grievance procedure set forth in the employee manual shall not be used to change any provision of the negotiated agreement or any policy, bylaws, rules, or policies of the school district as established by the Board of Education or the administration of the Wayne Community Schools.

Any employee may have the right to have a representative of the Association, or a representative of their choosing, present at the formal step of the grievance procedure.

A. PURPOSE

The broad purposes of machinery for grievance adjustment in a public school are:

1. The unobstructed communication with respect to alleged grievances without fear or reprisal.
2. Reduction of the potential areas for conflict among staff members and administrators and Board of Education.
3. Two-way communications through recognized channels among administrators, staff members, local professional associations, and Board of Education.
4. Development of improved morale and effectiveness of staff members.
5. Encouragement of teacher expression regarding conditions that affect the teacher.

B. DEFINITIONS

1. **Grievance:** A claim based upon an event or condition which affects the welfare and/or terms and conditions of employment of a teacher or the Association, and/or the interpretation, meaning, or application of any of the policies, rules, regulations, or professional negotiation contracts of the school district.
2. **Grievant:** The teacher, group of teachers, or the association making the claim as provided in paragraph B-1.
3. **Party in interest:** Person, persons, or the association making the claim and any person, persons, or associations which might be required to take action, or against whom action might be taken, in order to resolve the claim.

C. TIME CALCULATIONS

Unless otherwise specified, all time limits herein shall consist of teacher working days not calendar days. The days of the week, Monday through Friday, shall be counted as teacher working days, legal state and federal holidays excepted. The number of days indicated at each step should be considered a maximum, and every effort shall be made at all steps to expedite the process. Failure of the Board or its representatives to comply with the time limits at any step shall permit the grievant to appeal the grievance to the next step. Failure of any grievant to comply with the time limits at any step shall constitute a waiver of the right to appeal to the next step.

D. GRIEVANCE MEETING OR HEARING

All meetings and hearings under this procedure up to and including Step 3.a shall be conducted in private and shall include only the administration's representative, the grievant, and the grievant's designated representative. All parties shall have the right to record the proceedings of any hearing or meeting at all formal levels of the grievance procedure.

E. TERMS OF SETTLEMENT

The settlement shall be consistent with terms of the negotiated agreement. Under this provision, the Board of Education recognizes the Association and its representatives as parties in interest to grievance proceedings as provided herein.

F. INFORMAL GRIEVANCE

Nothing herein shall be construed as limiting the right of any teacher to discuss his/her grievance informally with an immediate superior and having the grievance adjusted informally.

G. GRIEVANCE PROCEDURES

It is most desirable for an employee and his/her immediate superior to resolve problems through free and informal communications. When requested by the grievant, a representative of the Association may assist in this resolution. However, if the grievance remains unresolved, the grievance may be processed as follows.

Advanced Step Filing Procedures: A grievance shall be initially filed at the level where the decision resulting in the grievance was made. If the matter being grieved is a Board decision, the grievance should be filed at that level since administrators would not have the power to overrule the Board. Where the grievance is the result of administrative interpretation of the Board policy, the grievance should be filed at that level to allow the administrator to respond before his/her decision is appealed. This should expedite resolution of grievances.

STEP 1 (Informal):

The request or complaint shall be made orally to the employee's immediate supervisor within twenty (20) working days of the occurrence. The supervisor shall have five (5) working days to respond to the grievance and give an answer to the employee.

STEP 1.a The Grievant (Formal):

If a grievance appeal is not settled at Step 1, and the employee wishes to pursue further, the employee shall move to Step 1a. In every case, the claim or grievance shall be filed within five (5) working days after the receipt of the answer from the employee's immediate supervisor. At this stage, the grievance must be reduced to writing and served in triplicate to the supervisor. In reducing a grievance to writing, the following information must be stated with reasonable clarity: the exact nature of the grievance, the act or acts of commission or omission, the identity of the party or parties claiming to be aggrieved, the identity of the party or parties alleged to have caused the grievance, and the remedy sought. The supervisor shall arrange a meeting within 7 working days of the notice with the employee, with or without an Association representative present, at the discretion of the employee, in order to attempt to resolve the grievance. The supervisor will answer the grievance in writing within five (5) working days after the meeting.

STEP 2.a:

If a grievance remains unsettled and moves to Step 2.a, the employee must file promptly within five (5) working days after receipt of the answer provided in Step 1.a. Notice of a desire to further process the grievance must be served, in writing in triplicate, with the Superintendent. After receipt of the notice to pursue the grievance further, the Superintendent shall arrange for a meeting to be held within five (5) working days in order to discuss the grievance. The Superintendent will provide the employee and association with a written answer to the grievance within ten (10) working days after the conclusion of the meeting.

STEP 3.a:

If a satisfactory settlement is not reached at Step 2.a, the aggrieved party must file his/her grievance in writing with the Board of Education within five (5) working days of the date a response from Step 2.a is received. The Board or a committee thereof shall conduct a hearing with the aggrieved party and his/her representatives within fifteen (15) working days of receipt of the grievance. A written answer shall be given to the grievant and the association by the Board within thirty (30) working days of the date the board heard the grievance. Such decision of the Board of Education shall be final. Proper redress may be sought through the legal process should the employee choose.

General Conditions

No Reprisals. The use of the grievance procedure by any employee shall in no way result in prejudice to his/her employee status or result in any other form of reprisal.

Time Limits. The time limits stipulated shall be considered as a maximum to ensure resolution as rapidly as practical. Time limits may be extended only under conditions of written mutual consent by the grievant and the employer.

Failure to Meet Time Limits. Failure of the aggrieved party to proceed to any step of the grievance procedure within prescribed time limits shall be considered a waiver of the particular grievance. Failure of an administrator to meet the time limits for any step of the grievance procedure will allow the aggrieved party to proceed to the next step of the grievance procedure.

If the Association considers a grievance is applicable to more than one employee, a grievance procedure may be initiated on behalf of the aggrieved group by the Association. The grievance shall commence at Step 2.a of the grievance procedure.

Adopted 20_____.

Amended 20_____.

Board President

Date

W.E.A. Authorized Representative

Date

**Formal Grievance Presentation
(Step 1)**

(To be completed by the aggrieved person)

Aggrieved Person: _____ Date of Formal Presentation: _____

Home Address of Aggrieved Person: _____

School: _____

Principal: _____

Subject Area or Grade: _____

Name of School Representative (Optional): _____

Statement of Grievance:

Action Requested:

Signature of Aggrieved

**Decision of Principal
(Step 1.a)**

(To be completed by principal, or other appropriate administrator, within time guidelines stated in grievance policy.)

Aggrieved Persons: _____

Date of Formal Grievance Presentation: _____

School: _____ Principal: _____

Decision of Principal (or other Administrator) and Reasons Therefore:

Date of Decision: _____
Signature of Principal

Aggrieved Person's Response: (To be completed by aggrieved within five working days of decision.)

I accept the above decision of principal (or other administrator).

I hereby refer the above decision for appeal to the superintendent of schools.

Date of Response: _____
Signature of Aggrieved

**Decision by Superintendent
(Step 2.a)**

(To be completed by Superintendent, within time guidelines stated in grievance policy.)

Aggrieved Persons: _____

Date of Formal Grievance Presentation: _____

Date Appeal Received by Superintendent: _____

Decision of Superintendent and Reasons Therefore:

Date of Decision: _____
Signature of Superintendent

Aggrieved Person's Response: (To be completed within five working days of decision.)

I accept the above decision of the superintendent of schools.

I hereby appeal to the Board of Education for a review of this grievance.

Date of Response: _____
Signature of Aggrieved

**Review by the Board of Education
(Step 3.a)**

Aggrieved Persons: _____

Date of Formal Grievance Presentation: _____

The attached grievance is hereby appealed to the Board of Education for a review and hearing.

Date of Referral to Board: _____

Board Response: (To be completed by Board of Education Chairperson within time guidelines stated within the grievance policy.)

Date Appeal Received by Board of Education: _____

Decision of Board of Education and Reasons Therefore:

Date of Decision: _____
Signature of Board Chairperson

Aggrieved Person's Response: (To be completed by aggrieved within five working days of decision.)

I accept the above decision of the Board of Education.

I hereby notify the Board of Education of my intent to present this grievance in civil court.

Date of Response: _____
Signature of Aggrieved

Staff Qualifications

Notice Concerning Staff Qualifications:

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Wayne Community Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Wayne Community schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

Student Recruiting

Notice Concerning Disclosure of Student Recruiting Information:

The No Child Left Behind Act of 2001 requires Wayne Community Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Wayne Community Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Wayne Community Schools will comply with any such request.

PUBLIC NOTICE

Notification of Rights under FERPA for Elementary and Secondary Institutions

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

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

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

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

Parents or eligible students may ask *Alpha School District* to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

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

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

Directory Information

Directory Information includes personal information about a student that can be made public. It may include a student's name, address, and telephone number, and other information typically found in school yearbooks or athletic programs. Directory information for Wayne High School students under 18 years of age, will not be released to the public without parental consent.

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

“No person who falls under the jurisdiction of the Wayne School District shall on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity which is part of the Wayne School District program offerings.”
(Title IX and Section 504 of the Educational Amendments of 1972)

All Wayne High School course offerings are open to male/female but specifically to include all Vocational Business and Trade and Industry offerings. Enrollment in such courses is completed through the High School Counselors Office, 611 West 7th Street, Wayne, NE 68787.

Questions concerning vocational opportunities should be directed to:

1. Mr. Mark Hanson, Wayne High School, 375-3150 (Title IX Coordinator)
2. Mrs. Annette Rasmussen, Wayne High School, 375-3150 (Section 504 Coordinator).

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

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protection areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect, upon request and before administration or use –*
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

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

**Receipt of 2015-2016 Teacher Handbook
Of Wayne Community Schools**

This signed receipt acknowledges receipt of the 2015-2016 Teacher Handbook of Wayne Community Schools. This receipt acknowledges that I understand I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, and that I understand that the handbook includes the District's policies of non-discrimination and equity, and the specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____ Teacher's Signature: _____

Return to: Building Principal
Wayne Community Schools
611 West 7th Street
Wayne, NE 68787



Omaha Division
2901 Cuming Street
PO Box 3825
Omaha, NE 68131-2108
(402) 344-4321

June 16, 2016

Mark Lenihan
Wayne Community Schools
611 West 7th Street
Wayne , NE 68787

Dear Mr. Lenihan;

We are pleased to submit the following bid for dairy proucts for the school year 2016-2017:

Hpt Choc Skim FF Milk	0.1675	12 oz Chocolate FF Skim Milk	0.8800
Hpt 1% Milk	0.1525	12 oz 1 % Milk	0.8800
Hpt Skim Milk	0.1425	12 oz Straw & Van Shake Milk	0.8800
Hpt Strawberry Skim FF Milk	0.1675		
5 LB Cottage Cheese	7.9900		
Qt. Buttermilk	0.9900		
Hpt Chocolate FF Milk Plastic	0.2375		
Hpt 1% Milk Plastic	0.2225		
Hpt Skim Milk Plastic	0.2125		
Hpt Strawberry Skim Milk Plastic	0.2375		

We are looking forward to hearing from you on the outcome of the bid. Please call if you have any questions. Thank you for the opportunity to bid.

Sincerely,

Dave Petz
Hiland Dairy
Box 106
West Point, NE 68788

dpetz@hilanddairy.com
Office-402-372-2471
Fax-402-372-3026

The above Bid is accepted by the Superintendent or Food Service Director

Signed _____ Name of School _____

Acceptance Date: _____ First Delivery: _____ Esc./De-Esc.Month June

Milk Escalator / De-Escalator Pricing Clause (DFA Supplied)

The pricing quoted is based on **June's 2016** Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers of America.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of \$.10 per CWT (up or down) will move the cost of a half pint \$.00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate , re-sale products (ex. Tropicana, Sport Shake), etc. Supporting documentation will be supplied upon request.

All price changes will become effective on the 1st day of the month following the price announcement.

CERTIFICATE OF NON-COLLUSION/INDEPENDENT PRICE
DETERMINATION

The undersigned certifies that the preparation and submission of the attached bid have been conducted independently, without consultation, communication, or agreement with any other bidder or potential bidder and that there will be no consultation, communication, or agreement on the price, terms, and conditions of this bid by or on behalf of Hiland Dairy Foods Co., LLC with any other bidder or potential bidder prior to the official opening of the bid.

Date: 6.22.16

Hiland Dairy Foods Co., LLC

Rick Beaman

Rick Beaman

General Sales Manager



NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

455 S. 11th St, Ste B
Lincoln, NE 68508

2016-17

EXECUTIVE COMMITTEE

Officers:

Stephen Grizzle, President.

Fairbury Public Schools
Fairbury, Nebraska

Greg Sjuts, Past President.

Humphrey Public Schools
Humphrey, Nebraska

Dr. Jon Cerny, Pres-Elect.

Bancroft-Rosalie Community Schs
Bancroft, Nebraska

Jane Davis, Secretary.

Hershey Public Schools
Hershey, Nebraska

District Representatives:

Dr. Caroline Winchester, West

Chadron Public Schools
Chadron, Nebraska

Jason Alexander, North Central

Ord Public Schools
Ord, Nebraska

Jason Dolliver, Northeast

Pender Public Schools
Pender, Nebraska

Charles Isom, Southeast

Superior Public Schools
Superior, Nebraska

Dr. Dennis Shipp, South Central

Bertrand Public Schools
Bertrand, Nebraska

Jim Kent, Southwest

Dundy County-Stratton Public Schs
Benkelman, Nebraska

Executive Director:

Dr. Jon Habben

455 S. 11th St, Ste B
Lincoln, NE 68508
402-440-4378

Lobbyist:

Trent P. Nowka

Nowka & Edwards.

Suite 201
1233 Lincoln Mall,
Lincoln, NE 68508
402-476-1440

June 30, 2016

To: NRCSA Members
From: Dr. Jon Habben, Executive Director
Re: 2016-17 Membership

Thank you for being an active member of the Nebraska Rural Community Schools Association (NRCSA)! Your continued membership will help assure NRCSA's ongoing effort to continue rural community school advocacy. Thanks to you, NRCSA had 189 member school districts and Educational Service Units in 2015-16 representing over 74,000 students across 89 counties and 24 legislative districts throughout Nebraska.

Why Remain a Member of NRCSA?

We are the only organization focused on rural community K-12 school districts and their role in Nebraska's public education system. Depth of membership matters when talking to senators and other officials. Senators view NRCSA as representing all "small, rural, community districts". The more members we have, the larger the true number of districts and students represented, the stronger our voice. The enrollment range includes member districts up to 1961 students PK-12, the common theme being a rural community school.

NRCSA can act as a forum for advancing ideas and concerns, whether legislative, Department of Education, or any entity having a role in public education. This has included representing members to groups such as rural education research groups, rural membership advocacy groups, rural interest groups, NDE Policy Partners, and NREA committee participation.

NRCSA offers two annual statewide events (Legislative Forum and Spring Conference) which offer our members the chance to learn about issues affecting rural schools, network with personnel representing other districts, and interact directly with policymakers as well as NRCSA leaders.

NRCSA offers recognition to those who demonstrate outstanding leadership and character in rural schools through exceptional scholarship and awards programs (fifteen \$1,000 scholarships, seven Outstanding Educator Awards, eleven 2016 Closing the Achievement Gap Effective School Awards).

NRCSA provides, exclusively to superintendents of member schools, written updates from the Executive Director on current association activities and involvement within the legislative process. The superintendent is the conduit for getting this information to their board members.

NRCSA currently offers leadership roles, nine elected and 45 appointed positions, for superintendents of member districts to be further involved.

NRCSA is one of thirty-one state rural community school organizations belonging to the National Rural Education Association (NREA). As a state affiliate, NRCSA offers discounted individual and school memberships to the NREA. The NREA provides a strong and respected advocacy for rural public education on the national level.

NRCSA offers the NRCSA-USbank OneCard program to all school districts and service units statewide as a NRCSA program. The OneCard is a Visa purchase-only card that allows designated personnel to make purchases for the district. Thus eliminating the need to carry cash, or for staff to use their personal credit/debit card and go through a reimbursement process. NRCSA receives a portion of the interchange income generated by use of the cards.

NRCSA is able to partner toward making events available to members, such as the 2016 STEM (Discovery) Academy and the annual NREA Research Symposium and Conference.



NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

455 S. 11th St, Ste B
Lincoln, NE 68508

2016-17

EXECUTIVE COMMITTEE

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Lobbyist:

Trent P. Nowka

Nowka & Edwards.
Suite 201
1233 Lincoln Mall,
Lincoln, NE 68508
402-476-1440

NRCSA provides elective services such as One Card Purchase Card, Superintendent Search, Planning Support, Speech Teletherapy, and Pusch Foundation programs to date.

It is an exciting time for NRCSA and an exciting time to be a member! There are two ways to renew your membership. You may update and return the superintendent and board member contact information included. Or you may submit an Online Membership Form. Simply go to www.nrca.net and click on 'Membership' then, select 'Regular Member'. Click the 'Complete Membership Form Online' link and follow the directions. District dues for 2016-17 are \$850.00, due September 1st

Again this year, NRCSA is offering a discounted membership in the National Rural Education Association (NREA). NRCSA is one of thirty-one state affiliates of the NREA and as such, can offer NRCSA member schools a twenty-five percent discount on NREA memberships. There are two membership options: An individual membership (cost \$75.00 per year) and a school district membership (cost \$300.00 per year). The individual membership allows a single person to maintain membership in the NREA, while a district membership allows up to seven (7) people (such as board members or other staff) to be listed as members under the school district's membership. If you would like to join the NREA, as well NRCSA, simply complete the enclosed registration form and return it to NRCSA along with a check for the cost of membership dues. A separate check must be submitted for NREA dues, made out to NREA. The checks and information collected will be forwarded to the NREA. Joining the NREA is an optional addition to NRCSA membership dues.

Thank you in advance for your continued support of NRCSA and quality education for all students in rural Nebraska. Your membership and voice toward growing your rural and outstate specific education association is vital to our relationships and our efforts on behalf of your schools, students, and communities.

Dr. Jon Habben
Executive Director, NRCSA

Nebraska Rural Community Schools Association

Invoice



Nebraska Rural Community Schools Association
455 S. 11th St, Ste B
Lincoln, NE 68508

Invoice #: 2016-17 Member

Date: 6/21/2016

Bill To:

WAYNE COMMUNITY SCHOOLS
611 W 7TH ST
WAYNE NE 68787

For: NRCSA Membership Dues

Description	Amount
<i>2016-17 NRCSA Membership Dues Renewal</i>	<i>\$850.00</i>

Total:

\$850.00

Make all checks payable to **NRCSA**

If you have any questions concerning this invoice, contact Jeff Bundy at (402) 202-6028 or e-mail: jbundy@nrcea.net

ORDERING INFORMATION
GovConnection, Inc.

Please contact your account manager with any questions.

<u>Ordering Address</u>	<u>Remittance Address</u>
GovConnection, Inc. 732 Milford Road Merrimack, NH 03054	GovConnection, Inc. Box 536477 Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE
Erate Spin Number:	143026005

WARRANTY: *Manufacturer's Standard Commercial Warranty*

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one:
<https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract or Purchase Order to:

SLEDOPS@GovConnection.com

QUESTIONS: Call 800-800-0019

FAX: 603.683.0374

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Pamela Beavers
Phone: (800) 800-0019 ext. 75562
Fax: 603-683-0810
Email: pbeavers@govconnection

24143864.01-W1

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 7/1/2016
Valid Through: 7/15/2016
Account #:

Account Manager:
Phone:
Fax:
Email:

Customer Contact: Tom Larsen
Email: tolarse1@waynebluedevils.org

Phone: (402) 375-3150 x1157
Fax: (402) 375-5251

QUOTE PROVIDED TO: AB#: 13444242 WAYNE COMMUNITY SCHOOLS Tom Larsen 611 WEST 7TH ST WAYNE, NE 68787 (402) 375-3150 x1157	SHIP TO: AB#: 13444272 Wayne Community Schools Tom Larsen 611 W 7th St 611 West 7th St WAYNE, NE 68787 (402) 375-3150 x1157
--	--

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Heavy Weight Ground	810.00 lbs	NET 30	

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com, or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	116	31239276	XE500C13-K01US	Chromebook 3 Celeron N3050 1.6GHz / 2GB / 16GB / ac / BT / WC / 2C / 11.6" HD / Chrome OS	Samsung	\$ 182.50	\$ 21,170.00
2	116	17970425	CROSSWDISEDU	Acad. Google Chrome OS Management Console License	Google	\$ 25.25	\$ 2,929.00
3	16	10663115	LNEO-12BLACK	12.1" Laptop & Surface Pro 3 Sleeve Case Logic	Case Logic	\$ 16.02	\$ 256.32
4	1	31646461	55468-AAB	Cloud32 Cart with 4" Balloon Wheels and Switch / Trays, Warm Gray	Spectrum Industries	\$ 1,192.01	\$ 1,192.01
						Subtotal	\$ 25,547.33
						Fee	\$ 0.00
						Shipping and Handling	\$ 0.00
						Tax	Exempt!
						Total	\$ 25,547.33

*Lease for as low as: \$779.45/Mo.

DIVIDEND STATEMENTEMPLOYERS MUTUAL CASUALTY COMPANY
OMAHA BRANCH

Policy Number 4H4-43-98---15

Named Insured

WAYNE PUBLIC SCHOOLS
611 W 7TH ST
WAYNE, NE 68787-1715

Producer

NORTHEAST NEBRASKA INSURANCE
AGENCY INC
PO BOX 100
WAYNE, NE 68787-0100Agent Number: AB7022 Agency Bill
Agent Phone: 402-375-2696

Policy Period: 12/09/14 to 12/09/15

Dividend Period: 12/09/14 to 12/09/15

The dividend calculation for your policy has been completed as shown below:

Paid Losses	\$2,738.55
Open Reserves	<u>0.00</u>
Total Incurred Losses	\$2,738.55
Premium to Determine Loss Ratio	\$36,706.00
Loss Ratio	7.46%
Total Premium Subject to Dividend	\$36,706.00
8% Sliding Scale Dividend	\$2,936.00

RECEIVED
JUN 16 2016

NORTHEAST NEBRASKA INSURANCE AGENCY

If you have any questions on the dividend calculation, please contact your agent.

**Nebraska Department of Education
SY 2016-17 Paid Lunch Equity Exemption Form**

School Food Authority Information & Signature

Name of School Food Authority (SFA): Wayne Public School Date: 5/31/2016
 Agreement Number: 90-0017 Contact Phone: (402) 375-3150
 Mailing address: 611 West Seventh Street
Wayne, NE 68787

Mark A. Lenihan
 Authorized Representative (please print)

Mark A. Lenihan
 Signature of Authorized Representative

Assessment Questions

- SFA has been certified to receive the additional six cents funding on: 12/18/2012
- SFA has received a notification letter of Net Cash Resources (NCR) for greater than three months operating expenses from the Nebraska Department of Education Financial Services.

*8/20/16
06-30-16*

**NOTE: SFA's who received the NCR letter do not need to complete the
Financial Documentation section.**

Financial Documentation

Provide amounts from the SFA's 2015-16 School Year (SY) nonprofit food service account:

Beginning Balance: \$ _____
 Total Expenditures as of 5/31/2016: \$ _____
 Total Unpaid Bills as of 5/31/2016: \$ _____
 Total Revenues as of 5/31/2016: \$ _____
 Ending Balance as of 5/31/2016: \$ _____
 Number of Months Operating: _____

Enter the revenue amount that would be generated to the non-profit lunch account if the meal price was increased as calculated on the PLE tool: \$ _____

Paid Lunch Equity Report

- SFA has completed the Paid Lunch Equity Calculator worksheet and submitted a copy of the SY2016-17 Report with the Paid Lunch Equity Exemption form. Complete the following information based on calculations from the PLE tool (SY 16-17 Price Calculator Tab):

SY 16-17 Weighted Average Price: \$2.60 ^{rounded} Required Price Increase for SY 16-17: \$.10

Supplemental Questions

1. Are all vacancies for your nutrition staff filled? If not please explain.

A staff member quit 4/13/16. We are looking to hire but will wait until August.

2. Does your SFA have cafeteria and kitchen equipment needed for storing, preparing, and serving healthy meals and competitive foods?

Yes. Our high school kitchen is three years old. Our elementary school kitchen is 16 years old.

We purchased new transport carts, holding carts and lunch tables this fiscal year.

3. Describe steps SFA has taken towards meeting the new Smart Snacks in Schools standards:

We do not sell smart snacks in lunch line. The school store is run by a teacher and class. The vending machines are run by student council. The machines are turned off until 4:00 p.m., only offer water and 12 oz. juice, and items offered must be smart snack compliant.

clarification attached } *ok sfowler 06-30-11*

4. Please provide specific information and data that supports the district's decision to NOT increase prices.

By raising our paid price we hurt the biggest percentage of participants. We are raising our prices to a point where our paid participants cannot afford to eat.

Our program is operating in the black.

Mail form(s) to: Nutrition Services
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509

OR Email to:
sharon.l.davis@nebraska.gov

OR Fax to:
402-471-4407

NDE Use Only

Approved? Yes
 No
 GF Contribution

Date: 06-13-16
Sfowler

3 month average expenditure calculation: \$ _____
(Total Expenditures / Number of Months Operating) x 3)
Excess cash available for PLE from 2015-2016 SY: \$ _____
(Year Ending Balance - 3 Month Average Expenditures)

Administrative Regulation: 6600

School District Name and Co/Dist #: Wayne Community Schools 90-0017

**CHECKLIST OF SCHOOL DISTRICT
SPECIAL EDUCATION POLICIES, PROCEDURES AND
PRACTICES FOR PART B OF THE IDEA**

The district has the following policies, procedures and practices in place as required by Part B of the Individuals with Disabilities Act (34 CFR 300.101 through 163 and 34 CFR 300.165 through 174) and the Nebraska Regulations and Standards for Special Education Programs (92 NAC 51):

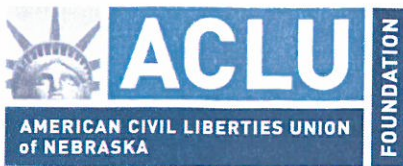
Check and enter dates as applicable		REQUIRED POLICIES, PROCEDURES AND PRACTICES
Yes (Requirement is in place.)	No (Requirement is not in place. Include date on which it will be in place.)	
		1. Free Appropriate Public Education (FAPE) A free appropriate public education is available to all children with disabilities residing in the district from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled. <i>92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6</i>
		2. Full Education Opportunity Goal The district has established policies and procedures that are consistent with Nebraska's goal of providing a full educational opportunity to all children with disabilities and a detailed timetable for accomplishing that goal. <i>92 NAC 51-004.11A</i>
		3. Child Find All children with disabilities residing in the district, including children with disabilities who are homeless or are wards of the state and children with disabilities attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, are identified, located and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services. <i>92 NAC 51-006.01 through 006.01A2</i>
		4. Individualized Education Program (IEP) An individualized education program, or an individualized family service plan that meets the requirements of 92 NAC 51-007, is developed, reviewed, and revised for each child with a disability. <i>92 NAC 51-007.01 through 007.10E</i>
		5. Least Restrictive Environment (LRE) To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the

Check and enter dates as applicable		REQUIRED POLICIES, PROCEDURES AND PRACTICES
Yes (Requirement is in place.)	No (Requirement is not in place. Include date on which it will be in place.)	
		nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. <i>92 NAC 51-008.01 through 008.011</i>
		6. Procedural Safeguards Children with disabilities and their parents are afforded the required procedural safeguards. <i>92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 and 016.01 through 016.07C</i>
		7. Evaluation Procedures Children with disabilities are evaluated according to the procedures required by 92 NAC 51-006.
		8. Confidentiality of Personally Identifiable Information The school district shall comply with the requirements relating to the confidentiality of student records and information. <i>92 NAC 51-003.16, 003.20, 009.03 through 009.03M3</i>
		9. Transition of Children from Part C to Preschool Programs Children participating in early intervention programs under Part C and who will participate in preschool programs assisted under Part B experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 51-007.16. By the third birthday of such a child, an individualized education program or an individualized family service plan has been developed and is being implemented for the child. The local educational agency will participate in transition planning conferences arranged by the designated lead agency. <i>92 NAC 51-007.16 through 007.16B1b</i>
		10. Children in Nonpublic Schools To the extent consistent with the number and location of children with disabilities in the school district who are enrolled by their parents in nonpublic elementary schools and secondary schools in the school district served by a local educational agency, provision is made for the participation of those children in the program assisted or carried out under this part by providing for such children special education and related services. <i>92 NAC 51-012.08A through 012.08E, and 015.01 through 015.09</i>
		11. Personnel Qualifications The district ensures that personnel necessary to carry out this part are appropriately and adequately prepared and trained, including that those personnel have the content knowledge and skills to serve children with disabilities. <i>92 NAC 51-010</i>
		12. Participation in State and District Wide Assessments All children with disabilities are included in all general state and district wide assessment programs, including assessments described under section 1111 of the Elementary and Secondary Education Act of 1965, with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. <i>92 NAC 51-004.05 through 004.05E</i>

Check and enter dates as applicable		REQUIRED POLICIES, PROCEDURES AND PRACTICES
Yes (Requirement is in place.)	No (Requirement is not in place. Include date on which it will be in place.)	
		13. Suspension and Expulsion Rates The school district examines data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities. <i>92 NAC 51-004.06E</i>
		14. Access to Instructional Materials The school district as part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials enters into a written contract with the publisher of the print instructional materials to: <ul style="list-style-type: none"> ➤ Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or ➤ Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats. <i>92 NAC 51-004.15 through 004.15B</i>
		15. Over-Identification and Disproportionality The district has in effect policies and procedures designed to prevent the inappropriate over-identification or disproportionate representation by race and ethnicity of children as children with disabilities, including children with disabilities with a particular impairment described in 92 NAC 51-003.10.
		16. Prohibition on Mandatory Medication School districts and special education and related service providers are prohibited from requiring a child to obtain a prescription for a substance covered by the Controlled Substances Act (21 U.S.C. 812(c)) as a condition of attending school, receiving an evaluation under 92 NAC 51-006, or receiving services under the IDEA. <i>92 NAC 51-004.11D through 004.11D2</i>
		17. Transportation The board of education shall be responsible to provide for the transportation expenses of children with disabilities who are residents of the school district. <i>92 NAC 51-014.01 through 014.02</i>

NDE Office of Special Education
 301 Centennial Mall South
 P.O. Box 94987
 Lincoln, NE 68509

NDE 06-102
 NEW 4/2011



July 1, 2016

Superintendent Mark Lenihan
Wayne Community Schools
611 W 7th St
Wayne, NE 68787-1715

Dear Superintendent,

This is an open records request under the Nebraska Public Records Act §84-712.

ACLU of Nebraska is currently conducting a statewide survey about sex education courses as well as district policies relating to pregnant and parenting students.

If there are multiple schools with different curricula and/or different policies in your district, this request seeks all curricula and/or policies from each school.

DEFINITIONS

“Sex education course”: In the following request, “sex education course” means any course including issues relating to human sexuality, human sexual anatomy, sexual activity, sexual reproduction, reproductive health, safe sex, abstinence, birth control, emotional relationships and responsibilities.

“Parenting”: In the following request, “parenting” includes activities related to child care such as taking time to care for a newborn or sick child.

We request a copy of the following:

1. A copy of the **syllabus for any sex education course** taught in your district in the period **August 2015** to present.
2. A copy of any **invoice or other document showing the title, author and edition of the sex education course textbook and/or videos** used in your district in the period **August 2015** to present.
3. Any **contracts or agreements** between the district and any contractor, presenter, or outside guest speaker (whether paid or unpaid) on sex education in your district in the period **August 2014** to present.
4. Any policies, rules, regulations or memos currently in force that relate to any **school sponsored childcare programs** for students who have an infant or child.
5. Any policies, rules, regulations or memos currently in force that relate to **attendance policies** for students who are pregnant or parenting.
6. Any policies, rules, regulations or memos currently in force that relate to **absence and make up policies** for students who are pregnant or parenting,

AMERICAN CIVIL
LIBERTIES UNION of
NEBRASKA
FOUNDATION

134 S. 13TH ST. #1010
LINCOLN, NE 68508
T/ 402.476.8091
F/ 402.476.8135

LEGAL HELP LINE
1.855.557.ACLU (2258)

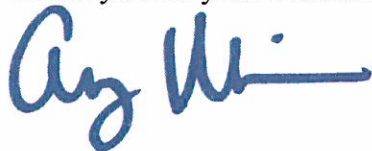
www.aclunebraska.org

including whether such students making up absences may participate in commencement and/or extracurricular activities.

7. Any policies, rules, regulations, or memos currently in force that relate to any **alternative education or independent study** for students who are pregnant or parenting.
8. Any policies, rules, regulations or memos currently in force that relate to **breastfeeding accommodations** for students.
9. Any **training materials for school personnel** relating to pregnant or parenting teens that have been provided in the period **January 2010** to present.
10. Any data collection or tracking documents showing the number of pregnant or parenting teens in your district.
11. Any handouts or **written resources outlining available human services and referral agencies** for students who are pregnant or parenting that are provided in your district.

As you might know, Nebraska open records requests must be provided within four (4) days of receipt of this letter, but we are willing to give you fourteen (14) days to provide these materials. You can email responses to amiller@aclunenebraska.org or provide your response by letter. If you have questions about the information I'm seeking, please do not hesitate to call or email. My direct line is 402-476-8091, extension 106.

Thank you for your assistance. We look forward to hearing from you.



Amy A. Miller
Attorney at Law



July 7, 2016

Dear Superintendent:

Thank you for your letter regarding my open records request. I know that there are many demands on your time as part of ensuring a quality education for all of the students in your district.

I am writing to provide clarification that should address the costs you've estimated.

We will not need "each certificated staff member employed by the district" to search for documents related to curriculum and policies. If you have a teacher who teaches Health, Human Sexuality, or a similar course, then he or she may photocopy the syllabus from last year's course: this is all that is requested.

Approximately 3 dozen school districts were able to photocopy their syllabus and emailed it to me within 24 hours. A few of those districts simply responded that their district had no sex ed course, which also simplified their responses. If your district has no free standing Health, Human Sexuality, or similar course, then you may simply disregard that portion of the request.

Similarly, if your school has a policy manual or handbook, you should be able to designate one employee who will photocopy the policies we're asking for in our request. There should be no need for any additional employee or contractor time to locate your current policies. Again, we've already received many completed responses to our request from districts who copied the few pages of policy relevant to our letter.

Finally, we assume you have a file of invoices and contracts related to any outside presenters who contracted with the school. If there were no such presenters, you may simply tell us that and disregard that portion of the request.

We understand this is the summer period—we weighed the extra burden of requesting materials during your busy time of a new school year starting and requesting the materials now. If it is more convenient for you to wait until staff begins to return for the new school year, we are happy to grant you an extension. We note most schools start in early August. I'm therefore happy to extend your response date to August 26, 2016, to meet your staffing needs.

I am happy to continue working with you to provide limits on our request so you can produce the public records with minimal interference to your normal activities. We are happy to pay normal photocopying fees, as state law allows you to charge a fee "which fee shall not exceed the actual added cost of making the copies available."

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www.aclunebraska.org

Neb. Rev. Stat. 84-712(3)(b). Courts have upheld charges such as 25 cents per page as reasonable.

The district may not charge for staff time unless preparation of the records will take more than four hours. Again, given the fact that dozens of your fellow Superintendents were able to provide their written policies and syllabus within 24 hours (and at no charge), it is not credible that only your district would need many hours by many staff to pull the same materials together.

Nebraska courts have taken a very skeptical view of cost demands as high as you have initially estimated. Our legislature has placed a high value on open government and provided these legal protections to ensure open records requests will be provided to any member of the public seeking them.

I understand that your initial estimate may have been based on my request not being clear enough. I hope this has cleared up any confusion. Let me know if I can provide further clarification so we can obtain the necessary records.

I will anticipate a response by August 26, 2016. You may feel free to provide the materials electronically via email to amiller@aclunenebraska.org. Thank you:

Amy A. Miller
Attorney at Law



Wayne Community Schools “Learning for Life”

Mark Lenihan, Superintendent
malenih1@waynebluedevils.org

611 West Seventh Street
Wayne, NE 68787

www.wayneschools.org

Phone: 402-375-3150, Fax: 402-375-5251

July 7, 2016

Amy A. Miller, Attorney
American Civil Liberties Union
134 S. 13th St., #1010
Lincoln, NE 68508

RE: Open Records Request – Sex Education

Dear Ms. Miller:

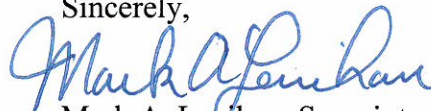
Our school district received a records request letter dated July 1, 2016. The request was for:

1. A copy of the **syllabus for any sex education course** taught in your district in the period **August 2015** to present.
2. A copy of any **invoice or other document showing the title, author and edition of the sex education course textbook and/or videos** used in your district in the period **August 2015** to present.
3. Any **contracts or agreements** between the district and any contractor, presenter, or outside guest speaker (whether paid or unpaid) on sex education in your district in the period **August 2014** to present.
4. Any policies, rules, regulations or memos currently in force that relate to any **school sponsored childcare programs** for students who have an infant or child.
5. Any policies, rules, regulations or memos currently in force that relate to **attendance policies** for students who are pregnant or parenting.
6. Any policies, rules, regulations or memos currently in force that relate to **absence and make up policies** for students who are pregnant or parenting, including whether such students making up absences may participate in commencement and/or extracurricular activities.
7. Any policies, rules, regulations, or memos currently in force that relate to any **alternative education or independent study** for students who are pregnant or parenting.
8. Any policies, rules, regulations or memos currently in force that relate to **breastfeeding accommodations** for students.

9. Any **training materials for school personnel** relating to pregnant or parenting teens that have been provided in the period **January 2010** to present.
10. Any data collection or tracking documents showing the number of pregnant or parenting teens in your district.
11. Any handouts or **written resources outlining available human services and referral agencies** for students who are pregnant or parenting that are provided in your district.

This records request cannot with reasonable good faith be fulfilled within four business days of the receipt of your letter due to the significant difficulty and extensiveness of the request. Due to limited staff during July and early August, and staff not reporting to duty for the 2016-2017 school year until on or about August 15, 2016, the earliest practicable date for fulfilling the request is August 19, 2016. The expected response date is an estimate and is subject to change. If you would like, you may modify or prioritize the items within the request.

Sincerely,



Mark A. Lenihan, Superintendent
Wayne Community Schools

Board - June, 2016

Account	Description	Published Budget	Monthly Expenditures	Total Expenditures	Balance (Pub)	Percent Remaining
01-1100	Instruction	5,314,260.00	413,537.40	4,049,025.52	1,265,234.48	23.81
01-1200	Special Education	1,470,750.00	74,196.68	1,118,268.87	352,481.13	23.97
01-2100	Support Services -	435,858.00	85,096.52	346,940.92	88,917.08	20.40
01-2200	Support	593,334.00	28,832.75	268,421.43	324,912.57	54.76
01-2300	General Administration	340,760.00	25,766.73	240,161.34	100,598.66	29.52
01-2400	School Administration	667,926.00	52,417.92	502,444.97	165,481.03	24.78
01-2500	Business Support	508,386.00	22,023.37	380,457.91	127,928.09	25.16
01-2600	Buildings And Grounds	980,450.00	78,374.64	635,551.30	344,898.70	35.18
01-2700	Pupil Transportation	389,610.00	1,761.18	315,471.33	74,138.67	19.03
01-3000	Community Services	0.00	0.00	750.00	-750.00	0.00
01-3500	Grants - HAL, PreK,	5,500.00	3,670.37	102,848.61	-97,348.61	-1,769.97
01-4000	Federal Programs	388,516.00	19,776.51	264,152.20	124,363.80	32.01
01-6000	Summer School	20,000.00	366.95	961.63	19,038.37	95.19
01-8000	Transfers	20,000.00	0.00	0.00	20,000.00	100.00
		<u>11,135,350.00</u>	<u>805,821.02</u>	<u>8,225,456.03</u>	<u>2,909,893.97</u>	<u>26.13</u>

ALL Data

Cash Summary Report

Arranged by:
Fund ID

Date Range: 06/01/2016 thru 06/30/2016

Fund	Beginning	Revenue	Expenditures	Other	Ending	Encumbrances	Payables	Unencumbered
01	GENERAL FUND							
	3,735,620.63	1,231,051.50	-805,821.02	0.00	4,160,851.11	0.00	-130.00	4,160,721.11
02	LUNCH FUND							
	187,905.01	-56.25	-48,312.95	0.00	139,535.81	0.00	0.00	139,535.81
03	Sinking Fund							
	223,436.93	20,649.59	0.00	0.00	244,086.52	0.00	0.00	244,086.52
04	Bond Fund							
	494,657.21	51,890.93	-22,753.75	0.00	523,794.39	0.00	0.00	523,794.39
05	Payroll Fund							
	29,859.21	221,412.42	-221,283.39	0.00	29,988.24	0.00	0.00	29,988.24
07	QUALIFIED CAPITAL PURPOSE							
	503,489.03	47,819.26	-46,663.50	0.00	504,644.79	0.00	0.00	504,644.79
08	PETTY CASH							
	6,026.58	228.50	-784.96	0.00	5,470.12	0.00	0.00	5,470.12
09	Depreciation							
	238,062.10	0.00	-805.60	0.00	237,256.50	0.00	0.00	237,256.50
10	Cooperative Fund							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Report Totals:	5,419,056.70	1,572,995.95	-1,146,425.17	0.00	5,845,627.48	0.00	-130.00	5,845,497.48