

**Wayne Community Schools
Board of Education Regular Meeting Minutes
July 10, 2017**

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, July 10, 2017 at 5:00 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: Present
Mr. Scott Hammer: Present
Mr. Lynn Junck: Present
Dr. Carolyn Linster: Present
Mrs. Jaime Manz: Present
Dr. Jeryl Nelson: Present

I. Call the Meeting to Order

I.a. Pledge of Allegiance

I.b. Announce Open Meeting Act Posting and Location - Wayne Community Schools, Wayne Public Library, Wayne Post Office, and online: www.wayneschools.org

I.c. Action on Absence and Roll Call

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

Motion to approve agenda, as presented, passed with a motion by Mrs. Wendy Consoli and a second by Dr. Jeryl Nelson.

Mrs. Wendy Consoli: Yes, Mr. Scott Hammer: Yes, Mr. Lynn Junck: Yes, Dr. Carolyn Linster: Yes, Mrs. Jaime Manz: Yes, Dr. Jeryl Nelson: Yes

I.e. Consent Agenda

Motion to approve consent agenda, as presented, passed with a motion by Mrs. Jaime Manz and a second by Dr. Jeryl Nelson.

Mrs. Wendy Consoli: Yes, Mr. Scott Hammer: Yes, Mr. Lynn Junck: Yes, Dr. Carolyn Linster: Yes, Mrs. Jaime Manz: 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

III. Annual Hearing and Review of Policies

III.a. Policy 2101 - Acknowledgement of Superintendent as CEO of District

This action was moved to New Business.

III.b. Policy 6400 - Parental Involvement

III.c. Policy 5415 - Anti-Bullying

III.d. Policy 5416 - Student Fees

III.e. Policy 5418 - Homeless

The review of Policy 5418 - Homeless has been tabled until the August Board Meeting to review the updated policy.

IV. Action Items

IV.a. Old Business

IV.a.I. Second Reading 2017-2018 K-6 Handbook

Motion to approve the second reading of the k-6 student handbook, as presented, passed with a motion by Mr. Scott Hammer and a second by Mrs. Jaime Manz. Mrs. Wendy Consoli: Yes, Mr. Scott Hammer: Yes, Mr. Lynn Junck: Yes, Dr. Carolyn Linster: Yes, Mrs. Jaime Manz: Yes, Dr. Jeryl Nelson: Yes

Changes were made from the suggestions from the last Board Meeting. The Board approved the second reading.

IV.b. New Business

IV.b.I. Policy 2101 - Acknowledgement of Superintendent as CEO of District

This was moved from the Annual Hearing and Review portion of the agenda. This policy is an annual review and states that the Superintendent is CEO of the District.

IV.b.II. First Readings of Policies 7000-9000

IV.b.II.1. Policy 7000 Series

Motion to approve the first reading of Policy Series 7000, as presented, passed with a motion by Mrs. Wendy Consoli and a second by Mrs. Jaime Manz.

Mrs. Wendy Consoli: Yes, Mr. Scott Hammer: Yes, Mr. Lynn Junck: Yes, Dr. Carolyn Linster: Yes, Mrs. Jaime Manz: Yes, Dr. Jeryl Nelson: Yes

Policy Series 7000 covers building, remodeling, and contracts for new or remodeling schools. The Board approved the first reading of this series.

IV.b.II.2. Policy 8000 Series

Motion to approve the first reading of Policy Series 8000, as presented, passed with a motion by Mrs. Wendy Consoli and a second by Mrs. Jaime Manz.

Mrs. Wendy Consoli: Yes, Mr. Scott Hammer: Yes, Mr. Lynn Junck: Yes, Dr. Carolyn Linster: Yes, Mrs. Jaime Manz: Yes, Dr. Jeryl Nelson: Yes

Policy Series 8000 covers Board policies. The Board approved the first reading of this series.

IV.b.II.3. Policy 9000 Series

Motion to approve the first reading of Policy Series 9000, as presented, passed with a motion by Mrs. Wendy Consoli and a second by Mrs. Jaime Manz.

Mrs. Wendy Consoli: Yes, Mr. Scott Hammer: Yes, Mr. Lynn Junck: Yes, Dr. Carolyn Linster: Yes, Mrs. Jaime Manz: Yes, Dr. Jeryl Nelson: Yes

Policy Series 9000 covers Board Members, bylaws, policies, and regulations, and meetings. The Board approved the first reading of this series.

IV.b.III. First Reading on Updated Board Policies Based on New Legislation

Motion to approve the changes and additions to Policies 3131, 5001, 5004, 5202, 5413, 5418, and 6800, on first reading, as presented, passed with a motion by Mr. Scott Hammer and a second by Mrs. Wendy Consoli.

Mrs. Wendy Consoli: Yes, Mr. Scott Hammer: Yes, Mr. Lynn Junck: Yes, Dr. Carolyn Linster: Yes, Mrs. Jaime Manz: Yes, Dr. Jeryl Nelson: Yes

The Board approved the first readings of changes and additions to the following policies: 3131, 5001, 5004, 5202, 5413, 5418, and 6800.

IV.b.IV. Administrative Regulation 5501

Administrative Regulation 5501 outlines the Bus Route Pick Up Points and other bus information.

IV.b.V. Accept Purchase of Band Truck

Motion to accept the purchase of a 2006 Ford Box Truck for \$15,000 from Arnie's Ford in Wayne passed with a motion by Mr. Scott Hammer and a second by Dr.

Jeryl Nelson.

Mrs. Wendy Consoli: Yes, Mr. Scott Hammer: Yes, Mr. Lynn Junck: Yes, Dr. Carolyn Linster: Yes, Mrs. Jaime Manz: Yes, Dr. Jeryl Nelson: Yes

Mr. Lenihan discussed the purchase from Arnie's Ford of a 2006 Ford Box Truck. This was paid for out of Depreciation.

IV.b.VI. 2017-2018 Milk Bids

Motion to approve the bid from Hiland Dairy for dairy products for the 2017-18 school year, as presented, passed with a motion by Mr. Lynn Junck and a second by Mrs. Jaime Manz.

Mrs. Wendy Consoli: Yes, Mr. Scott Hammer: Yes, Mr. Lynn Junck: Yes, Dr. Carolyn Linster: Yes, Mrs. Jaime Manz: Yes, Dr. Jeryl Nelson: Yes

The Board approved the bid from Hiland Dairy for dairy products purchased for the 2017-2018 school year.

IV.b.VII. 2017-2018 Annual Food Service Supply Agreement

Motion to approve the 2017-18 Annual Food Service Supply agreement from the Nebraska ESU Coordinating Council, as presented, passed with a motion by Dr. Jeryl Nelson and a second by Mr. Scott Hammer.

Mrs. Wendy Consoli: Yes, Mr. Scott Hammer: Yes, Mr. Lynn Junck: Yes, Dr. Carolyn Linster: Yes, Mrs. Jaime Manz: Yes, Dr. Jeryl Nelson: Yes

The Board approved the Annual Food Service Supply agreement from the Nebraska ESU Coordinating Council for the 2017-2018 school year.

IV.b.VIII. First Reading of 2017-2018 Teacher Handbook

Motion to approve the first reading of the 2017-18 Teacher Handbook, as presented, passed with a motion by Mr. Scott Hammer and a second by Dr. Jeryl Nelson.

Mrs. Wendy Consoli: Yes, Mr. Scott Hammer: Yes, Mr. Lynn Junck: Yes, Dr. Carolyn Linster: Yes, Mrs. Jaime Manz: Yes, Dr. Jeryl Nelson: Yes

After discussion on teacher on-duty hours, the Board approved the first reading of the 2017-2018 Teacher Handbook. The Board approved the teacher on-duty hours to be 7:45 a.m. - 4:00 p.m.

IV.b.IX. First Reading of Non-Certificated Staff Handbook

Motion to approve the first reading of the 2017-18 Non-Certificated Staff handbook, as presented, passed with a motion by Mr. Scott Hammer and a

second by Dr. Jeryl Nelson.

Mrs. Wendy Consoli: Yes, Mr. Scott Hammer: Yes, Mr. Lynn Junck: Yes, Dr. Carolyn Linster: Yes, Mrs. Jaime Manz: Yes, Dr. Jeryl Nelson: Yes

The Board approved the first reading of the 2017-2018 Non-Certificated Staff handbook.

IV.b.X. 2017-2018 NRCSA Membership

Motion to approve the 2017-18 NRCSA membership dues renewal for \$850, as presented, passed with a motion by Mrs. Jaime Manz and a second by Mrs. Wendy Consoli.

Mrs. Wendy Consoli: Yes, Mr. Scott Hammer: Yes, Mr. Lynn Junck: Yes, Dr. Carolyn Linster: Yes, Mrs. Jaime Manz: Yes, Dr. Jeryl Nelson: Yes

The Board approved the NRCSA membership dues of \$850 for 2017-2018.

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. 2017-2018 Accreditation of School

V.a.I.2. EMC Insurance Dividend

V.a.I.3. Project update

Mr. Lenihan and Mr. Travis Meyer gave a project update. They have been very pleased with the TIJ Construction. Things are going smoothly with no real delays.

V.a.II. High School Principal

V.a.III. Special Education Director

V.a.III.1. Improving Learning for Children with Disabilities (ILCD) Policy Review

V.a.IV. Elementary Principal

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

V.b. Board Committees

V.b.I. Foundation and Community Relations - Lindsay McLaughlin, Jaime Manz, Carolyn Linster, Mark Lenihan, Dennis Dolliver, Scott Hammer

V.b.II. Curriculum and Americanism - Wendy Consoli, Jaime Manz, Jeryl Nelson, Misty Bear

V.b.III. Facility/Safety - Travis Meyer, Scott Hammer, Lynn Junck, Jeryl Nelson, Mark Hanson

V.b.IV. Policy/Title IX - Carolyn Linster, Jaime Manz, Wendy Consoli, Russ Plager, Tucker Hight

V.b.V. Finance (Inc. Transportation & Budget) - Mark Lenihan, Scott Hammer, Carolyn Linster, Lynn Junck, Rochelle Nelson

V.b.VI. Negotiations - Wendy Consoli, Lynn Junck, Jeryl Nelson, Mark Lenihan

VI. Boardsmanship

VI.a. Board Retreat - July 13, 2017, Early Learning Center

VI.b. Open Meetings Law Workshop - July 20, 2017, Norfolk, NE

VII. Future Agenda Items - Next Regular Meeting - Monday, August 14, 2017 at 7:00 PM in the Jr/Sr High Library

Second Reading of Policies 7000 - 9000, Second Reading of Updated Board Policies, Second Reading of the Teacher Handbook, Second Reading of the Non-certificated Staff Handbook, Annual Safety Committee Meeting, Budget Report Update, Approval of Transfer of Funds (if needed), Curriculum and Americanism Report, Hearing for Policy 5418 - Homeless, Board and Staff Breakfast - August 14, 2017

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. Lynn Junck and a second by Mrs. Jaime Manz.

Mrs. Wendy Consoli: Yes, Mr. Scott Hammer: Yes, Mr. Lynn Junck: Yes, Dr. Carolyn Linster: Yes, Mrs. Jaime Manz: Yes, Dr. Jeryl Nelson: Yes

Deb Daum, Secretary

**Wayne Community Schools
Board of Education Regular Meeting Minutes
June 12, 2017**

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 12, 2017 at 5:00 PM. Notice of the meeting and place of agenda was posted at the Wayne High School, Wayne Elementary School, Early Learning Center, Wayne Post Office, Wayne Public Library, and online: 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. Scott Hammer
Mr. Lynn Junck
Dr. Carolyn Linster
Mrs. Jaime Manz
Dr. Jeryl Nelson

I. Call the Meeting to Order

Discussion:

The meeting was called to order at 5:00 p.m.

I.a. Pledge of Allegiance

I.b. Announce Open Meeting Act Posting and Location - Wayne Community Schools, Wayne Public Library, Wayne Post Office, and on-line: www.wayneschools.org

I.c. Action on Absence and Roll Call

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

Motion Passed: Motion to approve agenda, as presented, passed with a motion by Mrs. Wendy Consoli and a second by Dr. Jeryl Nelson. Motion carried with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Scott Hammer	Yes
Mr. Lynn Junck	Yes
Dr. Carolyn Linster	Yes
Mrs. Jaime Manz	Yes
Dr. Jeryl Nelson	Yes

I.e. Consent Agenda

Motion Passed: Motion to approve consent agenda, as presented, passed with a motion by Dr. Jeryl Nelson and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

Mrs. Wendy Consoli	Yes
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Mr. Scott Hammer	Yes
Mr. Lynn Junck	Yes
Dr. Carolyn Linster	Yes
Mrs. Jaime Manz	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. Review of Wellness Policy - Judy Poehlman

Discussion:

Judy Poehlman, Food Service Manager, gave the Board the annual review of Policy 5417-Wellness.

III. Action Items

III.a. Old Business

III.a.I. Second Reading 2017-2018 Jr/Sr High Handbook

Motion Passed: Motion to approve the second reading of the 2017-18 Jr/Sr High Handbook, as presented, passed with a motion by Mr. Scott Hammer and a second by Mr. Lynn Junck. Motion carried with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Scott Hammer	Yes
Mr. Lynn Junck	Yes
Dr. Carolyn Linster	Yes
Mrs. Jaime Manz	Yes
Dr. Jeryl Nelson	Yes

Discussion:

The Board gave final approval for the 2017-2018 Jr/Sr High School handbook.

III.a.II. Second Reading of Policy 2000

Motion Passed: Motion to adopt the Board policies identified as Policy Series 2000-Administration on 2nd Reading, as presented, and to repeal and rescind all existing Board policies that pertain to the same matters or that are otherwise conflicting, including without limitation existing policies, passed with a motion by Mrs. Wendy Consoli and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Scott Hammer	Yes
Mr. Lynn Junck	Yes
Dr. Carolyn Linster	Yes
Mrs. Jaime Manz	Yes
Dr. Jeryl Nelson	Yes

Discussion:

The Board approved the final reading of Policy 2000 series.

III.a.III. Second Reading of Policy 3000

Motion Passed: Motion to adopt the Board policies identified as Policy Series 3000-Business on 2nd Reading, as presented, and to repeal and rescind all existing Board policies that pertain to the same matters or that are otherwise conflicting, including without limitation existing policies, passed with a motion by Mrs. Jaime Manz and a second by Mr. Scott Hammer. Motion carried with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Scott Hammer	Yes
Mr. Lynn Junck	Yes
Dr. Carolyn Linster	Yes
Mrs. Jaime Manz	Yes
Dr. Jeryl Nelson	Yes

Discussion:

Final approval was given by the Board on Policy 3000 series.

III.a.IV. Second Reading of Policy 4000

Motion to Amend Passed: To amend the motion from: "Motion to adopt the Board policies identified as Policy Series 4000-Personnel on 2nd Reading, as presented, and to repeal and rescind all existing Board policies that pertain to the same matters or that are otherwise conflicting, including without limitation existing policies," to: "Motion to adopt the Board policies identified as Policy Series 4000-Personnel on 2nd Reading, as presented, and to repeal and rescind all existing Board policies that pertain to the same matters or that are otherwise conflicting, including without limitation existing policies, with the amendment to Policy 4171" passed with a motion by Mr. Scott Hammer and a second by Mrs. Wendy Consoli. Motion carried with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Scott Hammer	Yes
Mr. Lynn Junck	Yes
Dr. Carolyn Linster	Yes
Mrs. Jaime Manz	Yes
Dr. Jeryl Nelson	Yes

Discussion:

The Board approved the second reading of Policy 4000 series with the amendment to Policy 4171.

III.a.V. Second Reading of Policy 5000

Motion Passed: Motion to adopt the Board policies identified as Policy Series 5000-Students on 2nd Reading, as presented, and to repeal and rescind all existing Board policies that pertain to the same matters or that are otherwise conflicting, including without limitation existing policies, passed with a motion by Mrs. Wendy Consoli and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Scott Hammer	Yes
Mr. Lynn Junck	Yes
Dr. Carolyn Linster	Yes
Mrs. Jaime Manz	Yes
Dr. Jeryl Nelson	Yes

Discussion:
Policy 5000 series was given final Board approval.

III.a.VI. Second Reading of Policy 6000

Motion Passed: Motion to adopt the Board policies identified as Policy Series 6000-Instruction on 2nd Reading, as presented, and to repeal and rescind all existing Board policies that pertain to the same matters or that are otherwise conflicting, including without limitation existing policies, passed with a motion by Mrs. Wendy Consoli and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Scott Hammer	Yes
Mr. Lynn Junck	Yes
Dr. Carolyn Linster	Yes
Mrs. Jaime Manz	Yes
Dr. Jeryl Nelson	Yes

Discussion:
The Board gave final approval for the Policy 6000 series.

III.b. New Business

III.b.I. Early Graduation Request

Motion Passed: Motion to approve the Early Graduation Request, as presented, passed with a motion by Mrs. Wendy Consoli and a second by Mr. Scott Hammer. Motion carried with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Scott Hammer	Yes
Mr. Lynn Junck	Yes
Dr. Carolyn Linster	Yes
Mrs. Jaime Manz	Yes
Dr. Jeryl Nelson	Yes

Discussion:
Wayne Community Schools has an Early Graduation policy. Mr. Hanson and Mrs. Hill will continue to monitor this student's progress for early graduation.

III.b.II. High School Gym Scoreboard

Motion Passed: Motion to approve the gift from the Wayne High Athletic Boosters and the quote from Nevco for \$27,052.41 for new scoreboards in the Jr/Sr High School Gym, as presented, passed with a motion by Mrs. Jaime Manz and a second by Mr. Scott Hammer. Motion carried with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Scott Hammer	Yes
Mr. Lynn Junck	Yes
Dr. Carolyn Linster	Yes
Mrs. Jaime Manz	Yes
Dr. Jeryl Nelson	Yes

Discussion:

The Board thanked the Wayne High Athletic Boosters and the Wayne Community Schools Foundation for the gift of new scoreboards for the Jr/Sr High School gym. The quoted price includes installation.

III.b.III. Sound System Quote

Motion Passed: Motion to approve the quote from Midwest Music Center for \$13,147.26 for the elementary gym sound system, as presented, passed with a motion by Mrs. Wendy Consoli and a second by Dr. Jeryl Nelson. Motion carried with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Scott Hammer	Yes
Mr. Lynn Junck	Yes
Dr. Carolyn Linster	Yes
Mrs. Jaime Manz	Yes
Dr. Jeryl Nelson	Yes

Discussion:

The Board approved the quote from Midwest Music Center for the sound system for the Elementary gym. The Board thanked WEB for the contribution of \$6500 towards the purchase of the sound system.

III.b.IV. Milk and Meal Prices

Motion Passed: Motion to approve no increase for breakfast, lunch, and milk prices for the 2017-18 school year, passed with a motion by Mr. Lynn Junck and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Scott Hammer	Yes
Mr. Lynn Junck	Yes
Dr. Carolyn Linster	Yes
Mrs. Jaime Manz	Yes
Dr. Jeryl Nelson	Yes

Discussion:

Milk and meal prices will remain the same for the 2017-2018 school year.

III.b.V. First Reading 2017-2018 K-6 Handbook

Motion Passed: Motion to approve the first reading of the 2017-18 K-6 Handbook, as presented, passed with a motion by Mrs. Jaime Manz and a second by Mrs. Wendy Consoli. Motion carried with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Scott Hammer	Yes
Mr. Lynn Junck	Yes
Dr. Carolyn Linster	Yes
Mrs. Jaime Manz	Yes
Dr. Jeryl Nelson	Yes

Discussion:

After grammatical changes given by the Board, the 2017-2018 K-6 Handbook was approved for first reading.

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. Budget Update

Discussion:

Wayne Community Schools received the State Aid report. WCS will be receiving \$218,522 for the 2017-2018 school year. This amount is slightly lower than last year.

IV.a.I.2. Wayne/Wakefield Baseball Coop

Discussion:

The two-year baseball coop agreement with Wakefield is up for renewal. Wakefield is in discussion as to whether or not they will renew the contract. Mr. Lenihan will keep the Board updated on their decision.

IV.a.I.3. School Improvement Update

Discussion:

The Administration met with each Standards Committee at the end of the school year. They discussed what they felt went well during the year and what they would like to see improved. Communication with the public and mentoring our ELL families and newcomers was an area all committees felt needed to be improved.

IV.a.I.4. Substitute Rates Information

Discussion:

The substitute teacher rate will stay at \$110 per day for the 2017-2018 school year.

IV.a.II. High School Principal

Discussion:

Mr. Hanson reported that Wayne Community Schools will be hosting a foreign exchange student from Finland for the 2017-2018 school year.

IV.a.III. Special Education Director

IV.a.III.1. Teacher Mentoring Program

Discussion:

Mr. Hight reported on the Teacher Mentoring Program developed for incoming teachers. Mentor and Mentees will meet once a month and discuss various things that need to be addressed throughout the year.

IV.a.IV. Elementary Principal

Discussion:

Mr. Plager discussed how the Appraisal system worked this year. Overall, he felt it went well.

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

Discussion:

Mr. Ruhl thanked the Board for 30 years at Wayne Community Schools. The Board presented life-time activity passes to Mr. and Mrs. Ruhl.

IV.b. Board Committees

IV.b.I. Foundation and Community Relations - Lindsay McLaughlin, Jaime Manz, Carolyn Linster, Mark Lenihan, Rocky Ruhl, Scott Hammer

Discussion:

Dr. McLaughlin stated that the All Class Reunion will be held over Chicken Days weekend, July 7-8, 2017. There will be many events for alumni to participate in. The 2017-2018 Gift-a-Thon will be August 20-26 with the students going door-to-door on Blitz Night, Wednesday, August 23, 2017.

IV.b.II. Curriculum and Americanism - Wendy Consoli, Jaime Manz, Jeryl Nelson, Misty Bear

Discussion:

No report.

IV.b.III. Facility/Safety - Travis Meyer, Scott Hammer, Lynn Junck, Jeryl Nelson, Mark Hanson

Discussion:

The High School CTE/Locker Room project is going well. Funds are still being raised for the basketball area at the Elementary.

IV.b.IV. Policy/Title IX - Carolyn Linster, Jaime Manz, Wendy Consoli, Russ Plager, Tucker Hight

Discussion:

The Policy Committee will be meeting again soon to finish reviewing the remainder of the policies.

IV.b.V. Finance (Inc. Transportation & Budget) - Mark Lenihan, Scott Hammer, Carolyn Linster, Lynn Junck, Rochelle Nelson

Discussion:

Mr. Lenihan reported that the school is still looking for a truck for the band to use. The Sped department is in need of a new wheelchair van.

IV.b.VI. Negotiations - Wendy Consoli, Lynn Junck, Jeryl Nelson, Mark Lenihan

Discussion:

No report.

V. Boardsmanship

V.a. Board Retreat - July Dates

Discussion:

The Board decided on July 13, 2017, at 5:00, for the Board Retreat.

V.b. Open Meetings Law Workshop - Thursday, July 20, Norfolk, NE

V.c. Wayne Area Economic Development Partners Meeting - June 27th, 5:30 PM - 7:30 PM.

VI. Future Agenda Items

Discussion:

Review of policies 5416 - Student Fees, 6400 - Parental Involvement, 5418 - Homeless, 5415 - Anti-Bullying, 2101 - Superintendent as CEO, ILCD annual review, Second Reading of 2017-2018 K-6 Handbook, First Reading of 2017-2018 Teacher Handbook

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 Mrs. Jaime Manz and a second by Dr. Jeryl Nelson. Motion carried with six yes votes.

Mrs. Wendy Consoli	Yes
Mr. Scott Hammer	Yes
Mr. Lynn Junck	Yes
Dr. Carolyn Linster	Yes
Mrs. Jaime Manz	Yes
Dr. Jeryl Nelson	Yes

Discussion:

The meeting was adjourned at 6:43 p.m. The next regular Board Meeting will be Monday, July 10, 2017, at 5:00 p.m., Room 407. The July Board Retreat will be Wednesday, July 13, 2017, at 5:00 p.m.

Deb Daum, Secretary

Checks for Payment Listing

Direct	Dep.	Check	Check Date	Payable To	Description	Amount
02 - LUNCH FUND						
		00004269	06/12/2017	Annette Rasmussen	meal account refund	17.40
		00004270	06/12/2017	Cash-Wa Distributing	food, <u>supplies</u>	36.20
		00004270	06/12/2017	Cash-Wa Distributing	<u>food, supplies</u>	1,417.98
		00004271	06/12/2017	Earthgrains Baking Companies, Inc.	food	481.70
		00004272	06/12/2017	Hiland Dairy	food	2,596.71
		00004273	06/12/2017	Pac 'n' Save	<u>food, supplies</u>	54.16
		00004273	06/12/2017	Pac 'n' Save	food, <u>supplies</u>	18.14
		00004274	06/12/2017	Rocky Ruhl	meal account refund	15.45
		00004275	06/12/2017	Sue Buryanek	meal account refund	27.05
		00004276	06/12/2017	Sysco Lincoln	<u>food, supplies</u>	2,428.82
		00004276	06/12/2017	Sysco Lincoln	food, <u>supplies</u>	355.37
		00004277	06/12/2017	Volkman Plumbing, Heating & AC, Inc.	<u>labor/supply to replace spray</u> <i>hose on faucet</i>	348.75
		00004277	06/12/2017	Volkman Plumbing, Heating & AC, Inc.	<u>labor/supply to replace spray</u> <i>hose on faucet</i>	271.15
02 - LUNCH FUND Totals:						8,068.88
Report Total:						8,068.88

Consolidated Check Listing

Direct Dep.	Check	Check Date	Payable To	Amount
02 - LUNCH FUND				
	00004269	06/12/2017	Annette Rasmussen	17.40
	00004270	06/12/2017	Cash-Wa Distributing	1,454.18
	00004271	06/12/2017	Earthgrains Baking Companies, Inc.	481.70
	00004272	06/12/2017	Hiland Dairy	2,596.71
	00004273	06/12/2017	Pac 'n' Save	72.30
	00004274	06/12/2017	Rocky Ruhl	15.45
	00004275	06/12/2017	Sue Buryanek	27.05
	00004276	06/12/2017	Sysco Lincoln	2,784.19
	00004277	06/12/2017	Volkman Plumbing, Heating & AC, Inc.	619.90
02 - LUNCH FUND Totals:				8,068.88
Report Total:				8,068.88

Checks for Payment Listing

Direct	Dep.	Check	Check Date	Payable To	Description	Amount
	01 - GENERAL FUND					
		00016766	07/05/2017	Alpha Rehabilitation, P.C.	Occup & speech therapy June	148.46
		00016766	07/05/2017	Alpha Rehabilitation, P.C.	Occup & speech therapy June	91.83
		00016767	07/05/2017	American Broadband CLEC	k-12 ph, Prek ph intern cable	525.42
		00016767	07/05/2017	American Broadband CLEC	k-12 ph, Prek ph intern cable	253.74
		00016768	07/05/2017	Arnie's Ford	Insp & Maint 3 vehicles	28.40
		00016768	07/05/2017	Arnie's Ford	Insp & Maint 3 vehicles	460.90
		00016768	07/05/2017	Arnie's Ford	Insp & Maint 3 vehicles	228.20
		00016769	07/05/2017	Artificial Rain LLC	6 rotors	86.29
		00016769	07/05/2017	Artificial Rain LLC	2 rotors & install	78.76
		00016770	07/05/2017	Barone Security Solutions	Annual Inspection	2,562.00
		00016771	07/05/2017	Beiermann Electric	Hand dryers at Track	451.00
		00016771	07/05/2017	Beiermann Electric	Hand dryers at Track	302.95
		00016771	07/05/2017	Beiermann Electric	Proj in Lecture Hall and Conf Room	366.92
		00016771	07/05/2017	Beiermann Electric	10 EL Proj, HS Light, Band Outlet	2,378.00
		00016771	07/05/2017	Beiermann Electric	Prek Kitchen	471.21
		00016771	07/05/2017	Beiermann Electric	10 EL Proj, HS Light, Band Outlet	675.13
		00016771	07/05/2017	Beiermann Electric	Proj in Lecture Hall and Conf Room	2,690.00
		00016772	07/05/2017	Black Hills Energy	utilities	67.36
		00016772	07/05/2017	Black Hills Energy	utilities	73.74
		00016773	07/05/2017	Blick Art Materials	7/8 Art Supply	677.34
		00016774	07/05/2017	Boulden Publishing	ES counseling supply	47.90
		00016775	07/05/2017	Carhart Lumber Company	Prek paint, Proj mounts	32.48
		00016775	07/05/2017	Carhart Lumber Company	Prek paint, Proj mounts	28.99
		00016776	07/05/2017	CENGAGE Learning	online working papers/textbook	572.00
		00016777	07/05/2017	Chemsearch	cont water treatment	982.90
		00016778	07/05/2017	City Of Wayne	utilities	7,699.32
		00016778	07/05/2017	City Of Wayne	utilities	1,285.81
		00016778	07/05/2017	City Of Wayne	utilities	308.52
		00016778	07/05/2017	City Of Wayne	utilities	9,547.15
		00016778	07/05/2017	City Of Wayne	utilities	893.77
		00016779	07/05/2017	Curtis& Coleen Jeffries (Copy Write	markers/custodial supply	7.18
		00016779	07/05/2017	Curtis& Coleen Jeffries (Copy Write	letterhead/JH princ. office	162.31
		00016780	07/05/2017	Dakota Potters Supply	HS art supplies	716.89
		00016781	07/05/2017	Daves Dry Cleaning	Band Uniforms	902.00
		00016782	07/05/2017	Deneil Parker	accompanist	362.50
		00016783	07/05/2017	Egan Supply Co.	coop order/ES t. supply	5.23
		00016783	07/05/2017	Egan Supply Co.	Track Hand dryers	962.92
		00016784	07/05/2017	Electronic Contracting Company	Monitor doors 2 buildings	162.00
		00016785	07/05/2017	ESU #1	service 3/20/17 to 5/21/17	20,575.00
		00016785	07/05/2017	ESU #1	service 3/20/17 to 5/21/17	1,309.37
		00016785	07/05/2017	ESU #1	office supply	15.00
		00016785	07/05/2017	ESU #1	service 3/20/17 to 5/21/17	1,958.25
		00016785	07/05/2017	ESU #1	service 3/20/17 to 5/21/17	9,857.75
		00016785	07/05/2017	ESU #1	service 3/20/17 to 5/21/17	17,680.00
		00016785	07/05/2017	ESU #1	service 3/20/17 to 5/21/17	2,696.02
		00016785	07/05/2017	ESU #1	service 3/20/17 to 5/21/17	11,284.00
		00016785	07/05/2017	ESU #1	service 3/20/17 to 5/21/17	49,754.00
		00016786	07/05/2017	ESU Coordinating Council	movie site license for ES	312.00
		00016787	07/05/2017	Fairfield Inn - Kearney	(3) lodging/Nebr. Law Seminar	144.95

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
	00016787	07/05/2017	Fairfield Inn - Kearney	(3) lodging/Nebr. Law Seminar	289.90
	00016788	07/05/2017	Farner Company	coffee	19.13
	00016788	07/05/2017	Farner Company	coffee	19.14
	00016788	07/05/2017	Farner Company	coffee	19.13
	00016788	07/05/2017	Farner Company	coffee	19.13
	00016789	07/05/2017	Father Flanagan's Boys' Home	ES counseling supply	63.85
	00016789	07/05/2017	Father Flanagan's Boys' Home	JH t. supply	88.95
	00016790	07/05/2017	First National Bank Omaha	HS furn, <u>M.Hanson meal</u>	21.67
	00016790	07/05/2017	First National Bank Omaha	<u>HS furn, M.Hanson meal</u>	179.99
	00016791	07/05/2017	Follett School Solutions, Inc.	HS libr. books	570.55
	00016791	07/05/2017	Follett School Solutions, Inc.	Math textbooks for St. Mary's	914.70
	00016792	07/05/2017	Francotyp-Postalia, Inc.	Qtly postage meter rent	168.00
	00016793	07/05/2017	Fredrickson Oil Company	skid loader tire repair	16.00
	00016794	07/05/2017	Gerhold Concrete Co., Inc.	HS Signs & Steps	194.00
	00016794	07/05/2017	Gerhold Concrete Co., Inc.	HS Signs & Steps	108.50
	00016794	07/05/2017	Gerhold Concrete Co., Inc.	HS Signs & Steps	20.00
	00016795	07/05/2017	Gill Hauling, Inc.	sanitation	535.00
	00016795	07/05/2017	Gill Hauling, Inc.	Additional Container	299.02
	00016796	07/05/2017	Gopher	HS P.E. supply	630.34
	00016797	07/05/2017	Hampton Inn Of Kearney	Hight Lodging	144.00
	00016797	07/05/2017	Hampton Inn Of Kearney	Hight Lodging	144.00
	00016798	07/05/2017	Heartland Fire Protection Co.	semi annual inspection	318.65
	00016798	07/05/2017	Heartland Fire Protection Co.	semi annual inspection	785.90
	00016799	07/05/2017	Houghton Mifflin Harcourt Publ. Co.	ES science workbooks	187.84
	00016800	07/05/2017	Jensen Publishing	subscription/JH periodical	60.10
	00016801	07/05/2017	J.W. Pepper & Son Inc.	<u>ES/JH/HS</u> band music	370.86
	00016801	07/05/2017	J.W. Pepper & Son Inc.	<u>ES/JH/HS</u> band music	600.19
	00016801	07/05/2017	J.W. Pepper & Son Inc.	<u>ES/JH/HS</u> band music	216.94
	00016802	07/05/2017	K & R Braille Transcribing, LLC	Geometry Braille textbook/Visi	4,978.00
	00016803	07/05/2017	Laurel True Value & Rental Center	rented aeriator	79.00
	00016804	07/05/2017	Learning For Life	digital curriculum/character e	500.00
	00016805	07/05/2017	Learning Without Tears	ES t. supply	2,523.67
	00016806	07/05/2017	LRP Publications	Subscrip to Board & Admin	314.50
	00016807	07/05/2017	Lux Bros. Inc.	Gravel at Prek	910.00
	00016808	07/05/2017	Marco, Inc.	Printer lease	3,154.68
	00016809	07/05/2017	McGraw-Hill School Education Holdings,	ES textbooks (reading)	2,027.31
	00016810	07/05/2017	Menards - Norfolk	projector mounts	5.67
	00016811	07/05/2017	Mid States School Bus, Inc.	Excess fuel	907.68
	00016812	07/05/2017	Music In Motion	ES t. supply	208.86
	00016813	07/05/2017	NASCO	HS FACS supply	47.17
	00016813	07/05/2017	NASCO	HS FACS supply	45.62
	00016814	07/05/2017	Nebraska Council Of School	NCE Conf. (T. Rasmussen)/inser	354.00
	00016814	07/05/2017	Nebraska Council Of School	membership/T. Hight	745.00
	00016815	07/05/2017	Nebraska Library Commission	EBSCO database subscription/li	3,593.00
	00016816	07/05/2017	Northeast Nebraska Insurance	Ins for Band Truck	137.00
	00016816	07/05/2017	Northeast Nebraska Insurance	Nelson Peters surity & notary	890.00
	00016817	07/05/2017	Northeast NE Teacher Academy	Prek, <u>K-6, 7/8, 9/12, sSped</u>	2,850.00
	00016817	07/05/2017	Northeast NE Teacher Academy	Prek, <u>K-6, 7/8, 9/12, sSped</u>	900.00
	00016817	07/05/2017	Northeast NE Teacher Academy	<u>Prek, K-6, 7/8, 9/12, sSped</u>	1,850.00
	00016817	07/05/2017	Northeast NE Teacher Academy	Prek, <u>K-6, 7/8, 9/12, sSped</u>	1,300.00

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
	00016817	07/05/2017	Northeast NE Teacher Academy	Prek, K-6, 7/8, 9/12, sSped	100.00
	00016818	07/05/2017	Novel Ideas, Inc.	ES t. supply	657.80
	00016819	07/05/2017	O'Keefe Elevator Co, Inc.	EI maint 2 buildings	546.26
	00016820	07/05/2017	One Source	Background checks	70.00
	00016821	07/05/2017	Otte Construction Company	concrete at HS flagpole	1,500.00
	00016822	07/05/2017	Pieper & Knutson	Student, Policies, Securities	540.00
	00016823	07/05/2017	Pioneer Publishing, Inc.	office supply	75.28
	00016824	07/05/2017	Plank Road Publishing, Inc.	ES t. supply	132.45
	00016824	07/05/2017	Plank Road Publishing, Inc.	ES t. supply	59.35
	00016825	07/05/2017	Plunkett's Pest Control	pest control	217.01
	00016826	07/05/2017	Providence Medical Center	1/2 Trainer for 17-18	40,000.00
	00016827	07/05/2017	Really Good Stuff, LLC	ES t. supply	89.70
	00016827	07/05/2017	Really Good Stuff, LLC	ES t. supply	64.91
	00016828	07/05/2017	Riddell/All American Sports Corp.	coop order/athl. supply	243.34
	00016828	07/05/2017	Riddell/All American Sports Corp.	coop order/athl. supply	121.66
	00016829	07/05/2017	Rochester 100 Inc.	ES t. supply	643.75
	00016830	07/05/2017	School Specialty Inc.	ES t. supply	217.10
	00016830	07/05/2017	School Specialty Inc.	ES t. supply	49.35
	00016830	07/05/2017	School Specialty Inc.	ES t. supply	76.97
	00016830	07/05/2017	School Specialty Inc.	ES counseling supply	39.42
	00016830	07/05/2017	School Specialty Inc.	ES princ. supply	80.13
	00016830	07/05/2017	School Specialty Inc.	ES t. supply	187.44
	00016830	07/05/2017	School Specialty Inc.	ES t. supply	50.17
	00016830	07/05/2017	School Specialty Inc.	ES t. supply	67.72
	00016830	07/05/2017	School Specialty Inc.	ES t. supply	857.50
	00016830	07/05/2017	School Specialty Inc.	ES t. supply	37.93
	00016830	07/05/2017	School Specialty Inc.	ES P.E. supply	255.79
	00016831	07/05/2017	S.D. 17 Activity Fund	transfer to lunch	2,000.00
	00016831	07/05/2017	S.D. 17 Activity Fund	Transfer to Athletics	10,000.00
	00016832	07/05/2017	S.D. 17 Petty Cash Account	Port toilets for Dist Track	460.00
	00016832	07/05/2017	S.D. 17 Petty Cash Account	Notary fee - Peters	30.00
	00016832	07/05/2017	S.D. 17 Petty Cash Account	constellation utilities	651.85
	00016832	07/05/2017	S.D. 17 Petty Cash Account	constellation utilities	242.90
	00016832	07/05/2017	S.D. 17 Petty Cash Account	correct faild direct dep	152.38
	00016832	07/05/2017	S.D. 17 Petty Cash Account	Maint cell phone	86.40
	00016833	07/05/2017	Simplex Grinnell LP	EI repairs	420.41
	00016833	07/05/2017	Simplex Grinnell LP	EI repairs	1,774.00
	00016834	07/05/2017	Siouxland Music Therapy	SService 3/13-5/17	1,095.00
	00016835	07/05/2017	Social Studies School Service	ES counseling supply	164.38
	00016836	07/05/2017	Sunnyview Place, LLC	Prek Rent	22,086.00
	00016836	07/05/2017	Sunnyview Place, LLC	Prek Rent	25,914.00
	00016837	07/05/2017	Synchrony Bank/Amazon	Late fee	25.00
	00016838	07/05/2017	Treetop Publishing Co.	ES t. supply	68.50
	00016839	07/05/2017	US Games	JH P.E./t. supply	182.93
	00016839	07/05/2017	US Games	JH P.E./t. supply	164.00
	00016840	07/05/2017	Verdigre Public School	T. Rasmussen Conf Lodging	74.96
	00016841	07/05/2017	Ward's Science	HS science lab supply	132.60
	00016841	07/05/2017	Ward's Science	HS science lab supply	46.89
	00016842	07/05/2017	Wendy Consoli	meal & mile to School Law	211.92
	00016843	07/05/2017	Wayne State College	17-18 use of Facilities	30,000.00

ALL Data

Checks for Payment Listing

Arranged by:
Check Number

Direct

<u>Dep.</u>	<u>Check</u>	<u>Check Date</u>	<u>Payable To</u>	<u>Description</u>	<u>Amount</u>
	000EFT82	07/05/2017	State Nebraska Bank and Trust Co.	Bank fees	130.50
01 - GENERAL FUND Totals:					331,306.15
Report Total:					331,306.15

ALL Data

Checks for Payment Listing

Arranged by:
Check Number

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
01 - GENERAL FUND					
	EFT6/21/17	06/22/2017	Secretary of State	Refund OP of 15-16 Sped SA	1,477,649.00
01 - GENERAL FUND Totals:					1,477,649.00
Report Total:					1,477,649.00

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
01 - GENERAL FUND					
	00016765	07/05/2017	CDW Government, Inc.	Microsoft licensing	4,302.68
	00016765	07/05/2017	CDW Government, Inc.	Microsoft licensing	1,173.46
	00016765	07/05/2017	CDW Government, Inc.	Microsoft licensing	2,346.91
01 - GENERAL FUND Totals:					7,823.05
Report Total:					7,823.05

Check previously added

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
08 - PETTY CASH					
	00001155	06/30/2017	Pollard Pumping, Inc.	Portable Toilets for Dist Trac	460.00
	00001156	06/30/2017	Constellation NewEnergy Gas Div., LLC	June Utilities	894.75
	00001158	06/30/2017	NE Secretary of State	D. Peters Notary Fee	30.00
	00001159	06/30/2017	Verizon Wireless	Maint cell phone	86.40
	00001160	06/30/2017	Martha Vogel	Failed Direct Deposit	152.38
08 - PETTY CASH Totals:					1,623.53
Report Total:					1,623.53

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
05 - Payroll Fund					
	00001307	06/19/2017	Aetna Insurance	June Health	2,262.24
	00001309	06/19/2017	Ameritas Life Insurance Co. (Dent)	June Dent correction	39.60
	00001608	06/19/2017	Ameritas Life Insurance Co. (Dent)	June Dental	39.60
	00EFT557	06/19/2017	Internal Revenue Service	June EFTPS	119,242.47
	00EFT558	06/19/2017	State of Nebraska	June WH	16,524.80
	00EFT659	06/19/2017	Nebraska Retirement System	June Retirement	91,566.24
05 - Payroll Fund Totals:					229,674.95
Report Total:					229,674.95

ALL Data

Checks for Payment Listing

Arranged by:
Check Number

Direct	Dep.	Check	Check Date	Payable To	Description	Amount
	09 - Depreciation					
		00016764	06/22/2017	Arnie's Ford	2006 Ford Econoline van w/box	15,000.00
					09 - Depreciation Totals:	15,000.00
					Report Total:	15,000.00

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
09 - Depreciation					
	00016844	07/06/2017	Midwest Music Center, Inc.	El gym sound system equip rema	4,197.26
				09 - Depreciation Totals:	4,197.26
				Report Total:	4,197.26

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
01 - GENERAL FUND					
	00016845	07/07/2017	Blick Art Materials	HS art supplies	1,744.18
	00016845	07/07/2017	Blick Art Materials	HS art supplies	279.76
	00016845	07/07/2017	Blick Art Materials	HS art supplies	14.00
	00016846	07/07/2017	Bomgaars	Bldg, Grounds, Veh & Cust	129.63
	00016846	07/07/2017	Bomgaars	Bldg, Grounds, Veh & Cust	901.78
	00016846	07/07/2017	Bomgaars	Bldg, Grounds, Veh & Cust	82.05
	00016846	07/07/2017	Bomgaars	Bldg, Grounds, Veh & Cust	394.85
	00016847	07/07/2017	Builder's Resource	Maint, Prek	59.46
	00016847	07/07/2017	Builder's Resource	Maint, Prek	65.49
	00016848	07/07/2017	Chem Scientific, LLC	HS t. supply	46.70
	00016849	07/07/2017	Computers Etc.	coop order/ES t. sup., prescho	11.63
	00016849	07/07/2017	Computers Etc.	coop order/ES t. sup., prescho	8.19
	00016850	07/07/2017	Dana Chen Lo	Parent mileage	89.88
	00016851	07/07/2017	Eakes Office Solutions	2018 desk calendars	17.16
	00016851	07/07/2017	Eakes Office Solutions	2018 desk calendars	42.90
	00016851	07/07/2017	Eakes Office Solutions	supplies	114.60
	00016851	07/07/2017	Eakes Office Solutions	2018 desk calendars	4.29
	00016851	07/07/2017	Eakes Office Solutions	2018 desk calendars	64.35
	00016851	07/07/2017	Eakes Office Solutions	supplies	28.65
	00016851	07/07/2017	Eakes Office Solutions	supplies	196.13
	00016851	07/07/2017	Eakes Office Solutions	supplies	229.19
	00016851	07/07/2017	Eakes Office Solutions	supplies	53.37
	00016852	07/07/2017	Ellsworth Publishing Co.	licenses/online typing program	296.10
	00016853	07/07/2017	ESU #1	Daum, J. Hanson	15.00
	00016853	07/07/2017	ESU #1	Daum, J. Hanson	35.00
	00016854	07/07/2017	Heikes Automotive LLC	Battery for Van	131.95
	00016854	07/07/2017	Heikes Automotive LLC	Battery for Van	22.80
	00016855	07/07/2017	Lutt Oil	Ath, Band, Supt, Sped, Dr. Ed, <i>Supt</i>	17.00
	00016855	07/07/2017	Lutt Oil	Ath, <u>Band</u> , Supt, Sped, Dr. Ed,	71.43
	00016855	07/07/2017	Lutt Oil	Ath, Band, Supt, Sped, <u>Dr. Ed</u> ,	806.86
	00016855	07/07/2017	Lutt Oil	Ath, Band, Supt, Sped, Dr. Ed, <i>Grounds</i>	218.42
	00016855	07/07/2017	Lutt Oil	Ath, Band, Supt, <u>Sped</u> , Dr. Ed,	95.87
	00016855	07/07/2017	Lutt Oil	<u>Ath</u> , Band, Supt, Sped, Dr. Ed,	496.83
	00016855	07/07/2017	Lutt Oil	Ath, Band, Supt, Sped, Dr. Ed, <i>HS Prin</i>	67.04
	00016855	07/07/2017	Lutt Oil	Ath, Band, Supt, Sped, Dr. Ed, <i>Prin</i>	217.37
	00016856	07/07/2017	Mikey C Productions, LLC	Advertising	360.00
	00016857	07/07/2017	Mobile Mini	containers	172.50
	00016857	07/07/2017	Mobile Mini	containers	172.50
	00016858	07/07/2017	National Art and School Supplies	coop order/supplies	175.91
	00016858	07/07/2017	National Art and School Supplies	coop order/supplies	220.24
	00016858	07/07/2017	National Art and School Supplies	coop order/supplies	434.51
	00016858	07/07/2017	National Art and School Supplies	coop order/supplies	919.82
	00016858	07/07/2017	National Art and School Supplies	coop order/supplies	65.64
	00016858	07/07/2017	National Art and School Supplies	coop order/supplies	36.57
	00016858	07/07/2017	National Art and School Supplies	coop order/supplies	5.61
	00016858	07/07/2017	National Art and School Supplies	coop order/supplies	5.46
	00016858	07/07/2017	National Art and School Supplies	coop order/supplies	79.47
	00016859	07/07/2017	Neff Company	staff recognition awards/bd. s	297.52
	00016860	07/07/2017	Nordby Construction & Fencing	Fencing at Track	908.04

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
	00016861	07/07/2017	Pac 'n' Save	H2o, Softner Salt	535.50
	00016861	07/07/2017	Pac 'n' Save	<u>H2o</u> , Softner Salt	10.00
	00016862	07/07/2017	Pearson Education Inc.	ELL t. supply	216.26
	00016863	07/07/2017	Percussion Source/West Music	JH/HS band equip.	1,142.74
	00016863	07/07/2017	Percussion Source/West Music	JH/HS band equip.	1,142.75
	00016863	07/07/2017	Percussion Source/West Music	HS band repair	396.70
	00016863	07/07/2017	Percussion Source/West Music	HS band repair	67.91
	00016863	07/07/2017	Percussion Source/West Music	HS band repair	-40.00
	00016864	07/07/2017	Pyramid School Products	coop order/supplies	276.35
	00016864	07/07/2017	Pyramid School Products	coop order/supplies	369.60
	00016864	07/07/2017	Pyramid School Products	coop order/supplies	384.26
	00016864	07/07/2017	Pyramid School Products	coop order/supplies	465.92
	00016864	07/07/2017	Pyramid School Products	coop order/supplies	321.71
	00016864	07/07/2017	Pyramid School Products	coop order/supplies	383.50
	00016864	07/07/2017	Pyramid School Products	coop order/supplies	1,054.41
	00016864	07/07/2017	Pyramid School Products	coop order/supplies	32.85
	00016864	07/07/2017	Pyramid School Products	coop order/supplies	9.93
	00016864	07/07/2017	Pyramid School Products	coop order/supplies	7.19
	00016864	07/07/2017	Pyramid School Products	coop order/supplies	38.68
	00016864	07/07/2017	Pyramid School Products	coop order/supplies	152.00
	00016864	07/07/2017	Pyramid School Products	coop order/supplies	124.00
	00016864	07/07/2017	Pyramid School Products	coop order/supplies	12.60
	00016864	07/07/2017	Pyramid School Products	coop order/supplies	15.15
	00016865	07/07/2017	Shopko Stores Operating Co., LLC	Prek supp, cust supp	10.49
	00016865	07/07/2017	Shopko Stores Operating Co., LLC	Prek supp, cust supp	95.87
	00016866	07/07/2017	Staples Advantage	coop order/JH SPED supply	13.25
	00016867	07/07/2017	U.S. Bank	Sped, Hs , SB/BBB, Choir, CPI <i>Amazon Prime</i>	91.20
	00016867	07/07/2017	U.S. Bank	Sped, Hs , <u>SB/BBB</u> , Choir, CPI	997.87
	00016867	07/07/2017	U.S. Bank	Sped, Hs , SB/BBB, <u>Choir</u> , CPI	532.63
	00016867	07/07/2017	U.S. Bank	Sped, <u>Hs</u> , SB/BBB, Choir, CPI <i>Textbooks</i>	39.19
	00016867	07/07/2017	U.S. Bank	Sped, Hs , SB/BBB, Choir, <u>CPL</u>	255.00
	00016867	07/07/2017	U.S. Bank	Sped, Hs , SB/BBB, Choir, CPI	62.31
	00016868	07/07/2017	Wayne Herald	Web, Ad , <u>Legals</u>	250.57
	00016868	07/07/2017	Wayne Herald	Web, <u>Ad</u> , <u>Legals</u>	165.00
	00016868	07/07/2017	Wayne Herald	Web, Ad , Legals	100.00
				01 - GENERAL FUND Totals:	20,657.09
				Report Total:	20,657.09

ALL Data

Checks for Payment Listing

Arranged by:
Check Number

Direct	Dep.	Check	Check Date	Payable To	Description	Amount
	01 - GENERAL FUND					
		00016869	07/07/2017	Molly Redden	2017 Census	1,000.00
					01 - GENERAL FUND Totals:	<u>1,000.00</u>
					Report Total:	<u>1,000.00</u>

Void Check Journal

Check Number	Check Date	Void Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
Account				Account Name	
Journal Number: 1015 Void Check Journal				Posted: 07/05/2017	
01 - GENERAL FUND					
Bank Account :F - State Nebraska Bank- Gen					
00016679	06/07/2017	07/05/2017	GOVCONNE	GovConnection, Inc.	
54335567	06/07/2017		06/07/2017	Credit for returned headseds	
	01-2213-560-1-00			Tech Hardware, EI	29.44
HTB9846		2129-2017	06/06/2017	Microsoft licensing/technology	
	01-2213-460-1-00			Technology Software, Elementa	-4,302.68
	01-2213-460-2-00			Technology Software, M.s.	-1,173.46
	01-2213-460-3-00			Technology Software Sec.	-2,346.91
				Check Total:	-7,793.61
				01 - GENERAL FUND Totals:	-7,793.61
				Report Total:	-7,793.61

ALL Data

Checks for Payment Listing

Arranged by:
Check Number

Direct	Dep.	Check	Check Date	Payable To	Description	Amount
	01 - GENERAL FUND					
		00016870	07/10/2017	Carlson West Povondra Architects	Locker Proj to 89% completion	6,721.00
					01 - GENERAL FUND Totals:	6,721.00
					Report Total:	6,721.00

Building Fund Expenditures for July, 2017

1890 328,331.81 TIJ Construction
Application #3

Total 328,331.81

Bond Fund Expenditures for July, 2017:

0.00

Qualified Capital Purpose Expenditures for July 2017:

-

Recycling Expenditures for July, 2017:

**Separate checking account used to receive
payments for equipment sold on Ebay**

People purchasing equipment pay for the
equipment plus shipping - shipping and packing
materials are then paid from this account

0

Check Summary Report

Date: 06/01/2017 thru 06/30/2017

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
17-11258	O	06/05/2017	COPY WRITE	<i>Musical</i>	RETURN MATERIALS	50.12
17-11259	O	06/06/2017	NSAA	<i>Athletic</i>	MEMBERSHIP/REG. FOR 2017-2018	1,050.00
17-11260	O	06/06/2017	GROSSENBURG IMPLEMENT	<i>Power Dive</i>	PARTS	55.26
17-11261	O	06/07/2017	SHOPKO	<i>SPED-Trans.</i>	2 CHAIRS FOR CLASSROOM	233.98
17-11262	O	06/07/2017	BUILDER'S RESOURCE	<i>Athletic</i>	FB STORAGE PROJECT	196.07
★ 17-11263	O	06/07/2017	U. S. BANK	<i>Sib Shop/SPED Trans/JH/TR</i>	<i>Credit Card</i>	758.70
★★ 17-11264	O	06/07/2017	FIRST NATIONAL BANK	<i>Athl./Baseball</i>	<i>credit card purchases</i>	1,288.12
17-11265	O	06/09/2017	PONCA PUBLIC SCHOOL	<i>Omaha Athletic</i>	ENTRY FEE - JV TR, 4/20	50.00
17-11266	O	06/09/2017	rSCHOOLTODAY/DISTRIBUTE	"	RENEWAL/ACTIVITY <i>Schedules</i>	539.00
17-11267	O	06/09/2017	JACK BELT	"	BASEBALL FIELD WORK	100.00
17-11268	O	06/09/2017	CUSTOM SPORTS	"	CAPS/DIST. TR MEET	600.00
17-11269	O	06/09/2017	LINPEPCO - SIOUXLAND	<i>TR</i>	BEVERAGES	437.00
17-11270	O	06/09/2017	BSN SPORTS	<i>WR</i>	11 SINGLETS	903.63
17-11271	O	06/09/2017	CLASSIC SPORTSWEAR &	<i>W Club</i>	AWARDS	318.19
17-11272	O	06/09/2017	STERLING COMPUTERS	<i>Art Club</i>	PROJECTOR	808.14
17-11273	O	06/09/2017	WAYNE GREENHOUSE, INC.	<i>Seniors</i>	GRADUATION FLOWERS	699.00
17-11274	O	06/09/2017	MOMENTS PORTRAIT	<i>Juniors</i>	SOPHOMORE SERVERS <i>pictures</i>	50.00
17-11275	O	06/09/2017	LINPEPCO - SIOUXLAND	<i>St. Council</i>	VENDING MACHINE	161.80
17-11276	O	06/09/2017	DIAMOND CENTER	" "	ENGRAVING ON AWARDS	18.60
17-11277	O	06/09/2017	PAC 'N' SAVE	<i>SPED Trans/Speech/Power Dive</i>	SUPPLIES	1,602.15
17-11278	O	06/09/2017	JOAN HANSEN	<i>grades</i>	REIMB./LIBRARY SUPPLIES	24.79
17-11279	O	06/09/2017	FARNER COMPANY	<i>TR</i>	SUPPLIES	159.23
17-11280	O	06/12/2017	NCBB/SHANE ANDERSON	<i>BB</i>	BB TOURN., 6/13	100.00
17-11281	O	06/14/2017	USF WOMENS BASKETBALL	<i>GB</i>	GB TEAM CAMP	500.00
17-11282	O	06/15/2017	JACKIE RUZICKA	<i>Musical</i>	WORK ON 2014-2017	500.00
17-11283	O	06/15/2017	TRACY ANDERSON	"	REIMB./MUSICAL SUPPLIES,	279.41
17-11284	O	06/22/2017	DAVE WRAGGE	<i>WR</i>	REIMB./WR CAMP EXPENSE,	500.00

Report Total: **11,983.19**

★ U.S. Bank

Sib Shop 182.09 - zoo trip (admission/food)
SPED Trans 153.10 - supplies @ Wal-Mart
JH 102.00 - education awards
TR 321.51 - supplies, equip. bag

★★ First National Bank Omaha

Athletics 1002.88 Dist. TR supplies, online TR entries, hospitality for Dist TR & Dist. GO
Baseball 285.24 Bat

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.

Add to Wayne Community Schools policies
Instruction

Parental/Community Involvement in Schools

Wayne County School District 90-0017, a/k/a Wayne Community Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

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

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

Date of Adoption: [Insert Date]

Wayne Community Schools Policy 5319Add to Wayne Community Schools policiesStudentsAnti-Bullying Policy

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

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

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

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

Legal Reference: Neb. Rev. Stat. § 79-2137
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: [Insert Date]

Wayne Community Schools Policy 5400Add to Wayne Community Schools policiesStudentsStudent Fees Policy

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

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

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

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the ~~2016-2017~~ current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

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

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

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

(2) Personal or consumable items & miscellaneous

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

(b) Courses

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

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

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

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

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

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

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the ~~2016-2017~~ current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

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

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

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

extent required by federal or state laws or regulations.

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

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

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

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

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

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

CERTIFICATION

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

Superintendent or Other Authorized School Official

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

Date of Adoption: [Insert Date]

Add to Wayne Community Schools policies

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(Change Table of Contents title to Administrative Regulation 5416)
Appendix "1" Administrative Regulation-to 2016-2017 Student Fees Policy of
Wayne Community Schools

Additional Specification of Required Materials and Fees¹

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required
Elementary Program		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None--costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.

¹ This listing is a part of the current Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

² Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the current school year.

Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Breakfast (Grades K-6)--\$1.50 Lunch (Grades K-6)-- \$2.35 <u>\$2.45</u> Milk (Grades K-6)--\$.40 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Secondary Program <u>(7-12)</u>	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment .for their personal use.

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Breakfast (Grades 7-12)--\$1.50 Lunch (Grades 7-12)-- \$2.45 <u>\$2.55</u> Milk (Grades 7-12)--\$.40 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$35
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class: \$175 to \$275
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
<u>Chromebook Fee</u>	<u>Annual Chromebook maintenance fee</u>	<u>\$25.00 per school year</u>
Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Athletic Programs		
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$30.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.
2. Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to student's physician or clinic.

3. Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles , towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$25.00 per club.	

8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students an \$8.00 uniform cleaning fee is requested. For Junior High Band Students a \$7.00 uniform cleaning fee is requested. For High School Vocal students a \$6.00 choir robe cleaning fee is requested.
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00
Clubs/Organizations		
Future Farmers (F-F-A)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$250.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$500.00. Camp attendance is optional.
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event

<p>3. Class dues</p>		<p>Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.</p>
<p>4. Picture Packets</p>	<p>Optional - Pictures are still taken for use in school yearbook.</p>	<p>Students purchase packets as desired and pay directly to photo company.</p>
<p>5. Senior recognition assessment</p>	<p>Optional graduation Activities</p>	<p>Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.</p>
<p>6. Trips</p>	<p>Transportation, lodging, meals, admission to events, etc.</p>	<p>For the extracurricular and options trip - Seniors' Day Out to Lincoln and Omaha, students will be assessed a \$5.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on</p>

		the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.
--	--	----------------------------------------------------------------------------------------------------------------------------------

Add to Wayne Community Schools policies

**APPLICATION FOR FEE WAIVER
AND SHARING INFORMATION CONSENT
WAYNE COMMUNITY SCHOOLS**

FEE WAIVER REQUEST

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

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

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

Student Name: _____ Student Number: _____

Activity or Course: _____

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

Activity or Course: _____

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

Activity or Course: _____

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

Parent/Guardian Signature: _____ **Date:** _____

Principal/Designee Signature: _____ **Date:** _____

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

SHARING INFORMATION CONSENT

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

- No! I **DO NOT** want information from my Application for Free or Reduced Meals share for purposes of the fee waiver program.
- Yes! I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Child's Name: _____ School: _____

Student Identification Number: _____

Printed Name: _____

Address: _____

Parent/Guardian Signature: _____ Date: _____

For more information, you may call your school Principal.

Original to Superintendent

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

Wayne Community Schools Policy 5314Add to Wayne Community Schools policiesStudentsHomeless Students

This School District will comply with the federal and state law related to homeless students.

A “homeless child” for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An “unaccompanied youth” is a child who is not in the physical custody of a parent or guardian.

1. Homeless Coordinator: The District’s designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.
 - a. Responsibilities. The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that:
 - i. homeless children are identified by school personnel;
 - ii. homeless children enroll in, and have a full and equal opportunity to succeed in school;
 - iii. homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services;
 - iv. the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
 - v. public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens;
 - vi. enrollment disputes are mediated in accordance with law; and
 - vii. the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.
 - b. Coordination. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area

shelters and other homeless service providers are to be established by the Homeless Coordinator.

- c. Financial. The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.
 - d. Program Activities. The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.
 - e. Documentation. The Homeless Coordinator shall document the number of homeless children and youth receiving services.
 - f. Student Records. The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, are to be maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.
 - g. Notice. The District shall annually inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the Homeless Coordinator, and shall annually provide to NDE the identity of the District's Homeless Coordinator.
2. Enrollment and Placement of Homeless Children: The enrollment and placement of homeless children shall be in compliance with federal and state law.
- a. Enrollment. A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.
 - b. Obtaining Records. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the

Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.

- c. Placement. Placement decisions for a homeless child shall be made according to the District's determination of the child's best interests.
 - i. The placement shall be at either:
 1. The child's "school of origin," which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or
 2. The school of the attendance area in which the child is actually living.
 - ii. If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year, the placement in the school of origin will be continued for the remainder of that school year.
 - iii. To the extent feasible the placement shall be in the school of origin except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.
 - iv. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.
 - v. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.
3. Educational Services and Stigmatization or Segregation: It is the District's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.
4. Transportation: Transportation will be provided to homeless students to the extent required by law.

- a. Comparable Service. Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.
 - b. School of Origin. When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the District but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.
 - c. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.
5. Dispute Resolution Process. The process to resolve disputes concerning the enrollment or placement of a child or youth experiencing homelessness is as follows:
- a. The child and the parent, guardian or other person having legal or actual charge or control of the child shall be referred to the Homeless Coordinator. The Homeless Coordinator shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute within not less than thirty (30) calendar days. The dispute resolution process is as follows:
 - i. The child or parent/guardian will notify the Homeless Coordinator. The District's Dispute Resolution Form shall be used if such is available.
 - ii. When it is determined that additional information would be helpful, the Homeless Coordinator will schedule a meeting within 10 days, or such time as practicable, at which the child and parent/guardian will be given the opportunity to provide information in support of their position.
 - iii. The Homeless Coordinator will contact school officials and others as determined appropriate to obtain information to corroborate the information provided in support of the positions of the child and parent/guardian and the District.
 - iv. The Homeless Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.
 - v. The written response and explanation of the decision will include a notice of the right to appeal using the appeal process provided for in the Nebraska Department of Education Rule 19.
 - b. . In the case of an unaccompanied youth, the District liaison will ensure that the youth is enrolled immediately in the school in which enrollment is sought pending resolution of the dispute;
 - c. The District will ensure the immediate enrollment of the child in the school in which enrollment is sought pending resolution of the dispute; and

- d. The District's written response will include a notice of the right to appeal as provided in Nebraska Department of Education Rule 19, Section 005.03.
6. Right to Appeal.
 - a. Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth or an unaccompanied youth that is dissatisfied with the decision of the District after the dispute resolution process may file a written appeal with the Nebraska Commissioner of Education within thirty (30) calendar days of receipt of the decision. Refer to NDE, Rule 19, Section 005.03 for further details.
 - b. A party may appeal the decision of the Commissioner or designee by filing a Petition with the State Board of Education within thirty (30) calendar days of the receipt of the decision. Refer to NDE, Rule 19, Section 005.03C for further details.

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

Date of Adoption: [Insert Date]

Wayne Community Schools Policy 5314 form

Add to Wayne Community Schools policies

Homeless Education Program

**HOMELESS STUDENT ENROLLMENT INFORMATION
& PLACEMENT REQUEST**

Child's Name: _____ Birth Date: _____ Grade _____
(Last Name) (First Name) (M.I.)

Parent/Guardian Name _____ Unaccompanied Youth _____
(Last Name) (First Name) (M.I.) ("Yes" or "No")

Current Address _____

Telephone Number: _____
(If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status

a. Do you live in any of these following situations?

- _____ sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
- _____ in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
- _____ in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
- _____ have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
- _____ in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- _____ None of the above.

b. How long do you anticipate living in current location? _____

2. School Most Recently Attended

School: _____
(School Name) (City) (State)

Dates of Attendance: _____ to _____

Grade level when last attended: _____

3. Eligible for any of these educational and school related activities and services?

Special Education (IDEA) If yes, please identify disability and special education

services previously provided : _____

- English Language Learners (ELL) Gifted Vocational Education
- Other _____

4. Possible Barriers to Education

- No Birth Certificate No immunizations or other medical records
- No School Records Transportation School Selection
- Other issues/barriers _____

5. Requested Services and Activities to be Provided by Homeless Student Program

- Obtaining or transferring records necessary for enrollment
- Emergency assistance related to school attendance
- Expedited evaluations
- Transportation Clothing to meet a school requirement School supplies
- Early childhood program Tutoring or other instructional support
- Before/after-school, mentoring, summer programs
- Referrals for medical, dental, or other health services
- Referral to other programs/services
- Assistance with participation in school programs
- Parent education related to rights/resources
- Coordination between schools and agencies
- Counseling Addressing needs related to domestic violence
- Staff professional development/awareness
- Other _____

6. Placement

a. School placement requested by parent/guardian or unaccompanied youth:

b. Reason(s) for Request: _____

c. Name of "School of Origin" _____

(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).

Enrollment Date _____

Has student been withdrawn? _____

If so, what was the withdraw date? _____

d. Distance from:

i. Residence to the school of origin (miles): _____

ii. Residence to the school requested (if not school of origin): _____

Parent or Guardian or Unaccompanied Youth's signature

Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act. Please contact the Homeless Coordinator with any questions.

WRITTEN NOTIFICATION OF ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT

Child's Name: _____

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

Homeless student program eligibility:

- _____ Child does not qualify under the homeless student program.
- _____ Child qualifies under the homeless student program. This determination was based upon: _____

Placement (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: _____
(Name)

Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): _____

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

Notices:

- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the state coordinator:
Education Specialist & Homeless Education / NCLB Programs
Nebraska Department of Education
<http://www.education.ne.gov/federalprograms/Title%20X.html>
Telephone: (402) 471-1419 Facsimile: (402) 742-2371
- You may seek the assistance of advocates or attorneys.

Administrator

Date

Written Notification Form was given to parent/guardian or unaccompanied youth on _____ (Date).

**Homeless Education Program
DISPUTE RESOLUTION FORM**

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: _____

Person completing form: _____
(Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): _____

I wish to dispute the following decision: _____

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): _____

Persons who have information to support my position (include contact information): _____

I request that the following action be taken on this dispute: _____

Parent or Guardian or Unaccompanied Youth's signature _____

Date _____

-----For School Use-----

Date received by Homeless Coordinator _____

-----Determination of Homeless Coordinator-----

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing the information relevant to your dispute my determination is as follows:

Explanation for this determination: _____

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact the state coordinator:

Education Specialist & Homeless Education / NCLB Programs

Nebraska Department of Education

<http://www.education.ne.gov/federalprograms/Title%20X.html>

Telephone: (402) 471-1419 Facsimile: (402) 471-0117

Administrator

Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on _____ (Date).

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 2017-2018 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	Title
Lenihan Mark Plager, Russ Hight, Tucker Beair, Misty Hanson, Mark Dolliver, Dennis	Superintendent of Schools Elementary School Principal Assistant Principal/Special Ed. Special Ed. Director High School Principal Jr. High Principal/Athletic Director
Administrative Assistant	Counselor K-8
Sherman, Cindy Franco, Elda	Jenn Cliff
Kindergarten	First Grade
Heikes, Tanya Meyer, Lisa Rockhill, Emily	Maas, Courtney Ostrand, Kathy Thomas, Jennifer
Second Grade	Third Grade
Jaixen, Mike Lutt, Jodi, Suehl, Cheryl	Garvin, Liz Sims, Emily Wendte, Carrie
Fourth Grade	Fifth Grade
Hix, Kim (Language Arts, Math, Science) Metzler, Susan (Language Arts, Math, Writing) Stewart, Winter (Language Arts, Math, Social Studies)	Long, Diane (Language Arts, Math) McPhillips, Jessica (Language Arts, Science) Trenhaile, Phylis (Language Arts, Social Studies)
6th Grade	Special Education
Hoskins, Joyce (Language Arts, Math) Janke, Colleen (Language Arts, Social Studies) Niemann, Jill (Language Arts, Science)	Dorcey, Jean Candace, Petersen Reeson, Brooke
Specialist	Title
Anderson, Tracy Duerst, Emily Hansen, Joan Harder, Carolyn Heithold, Kara Hochstein, Laura Hoffman, Ashley Hoskins, Brad Jensen, Carrie Jensen, Monica Kerby, Rachel Promes, Ben Rethwisch, Rich Tompkins, Sonya	5th and 6th Vocal Music Keyboarding Library/Media Nurse Speech Therapist ELL Title PE 5th and 6th Band K-4 Vocal Music School Psychologist Technology Director Title Art/HAL

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

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 5008 .

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 **2017-2018** 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 6120** 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.

Recess

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

Kindergarten/1st Grade/2nd Grade: 45 minutes (3 recess times)

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

5th-6th Grade: 20 minutes (1 recess)

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)m,
Serious Threats Bullying/ Harassment Cyberbullying	Student delivers disrespectful messages to another person that includes threats or intimidation, obscene gestures, pictures, or written notes. <ul style="list-style-type: none"> • 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	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.	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.	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.	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 Alcohol/Drugs	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 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.	1. OSS 5 to 19 days/Contact parents/Retain weapon or substance/Notify police/Possible referral to counselor/SCIP referral 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
Bus Misconduct	<ol style="list-style-type: none"> 1. Follow all adult directions and bus rules. Driver may assign seats. 2. Sit in your seat facing forward and remain seated. No switching seats or standing. 3. Keep aisles clear. 4. Talk quietly and use appropriate language. No profanity. 5. Keep head, hands, feet, and belongings inside the bus and to yourself. 6. No eating, drinking, or use of tobacco or drugs. 7. Keep bus clean. Please pick up all trash prior to exiting. 8. Phones-must use earbuds to listen to music, cannot be a distraction to the driver or to those around you, no taking of pictures. 9. Do not bring any weapon or dangerous objects on the bus. 10. No fighting, harassment, intimidation, or horseplay. 11. Absolute quiet at railroad tracks. 12. Do not throw any objects. 13. Do not destroy property. 	<ol style="list-style-type: none"> 1. Administration will follow up. 2. Administration will follow up. Parents will be contacted. 3. 3 Day Suspension from bus, 1 Week Suspension from bus, or completely off the bus. <p>Note: Student may be moved to step three based on the intensity of the misconduct.</p>

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, audiotope, 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	R. Plager, Elementary Principal
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. Bear, Special Education Director
Homeless student laws	Children who are homeless	M. Bear, Special Education Director
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 5401** 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 5401** 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 the code of conduct 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)

BUSINESS OPERATIONS

Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

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

Meal Account Balances

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

The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund. When a student leaves the District or graduates, the District shall attempt to contact the student’s household to return any funds remaining in the student’s meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Legal Reference: Richard B. Russell National School Lunch Act (42 U.S.C. § 1751); U.S.D.A. Memorandum SP 57-2016.

Date of Adoption: [Insert Date]

6400 Parental/Community Involvement in Schools

Wayne County School District 90-0017, a/k/a Wayne Community Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.
6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

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

6410 Policy Title I Parental and Family Involvement Policy

This Parental and Family Involvement[JK1] Policy is established in compliance with Title I. Wayne Community Schools has a parental and family involvement policy applicable to parents and family members of all children. The parental and family involvement policy applicable to parents and family members of all children is not replaced by this Title I Parental and Family Involvement Policy and shall continue to be applicable to all parents and family members, including parents and family members participating in Title I programs.

It is the policy of Wayne Community Schools to implement programs, activities, and procedures for the involvement of parents and family members in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children.

Expectations for Parental Involvement

It is the expectation of Wayne Community Schools that parents and family members of participating children will have opportunities available for parental and family involvement in the programs, activities, and procedures of the District’s Title I program. The term “parental and family involvement” means the participation of parents and family in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents and family members play an integral role in assisting their child’s learning; (B) that parents and family members are encouraged to be actively involved in their child’s education at school; (C) that parents and family members are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental and family involvement policy. The District intends to meet this expectation through the following activities:

- A. Involving parents and family members in the joint development of the District’s Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.
- C. Building the schools’, parents’ and family’s capacity for strong parental and family involvement.
- D. Coordinating and integrating parental and family involvement strategies under Title I with parental and family involvement strategies under other programs.
- E. Conducting, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents and family members in Title I programs, with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental and family involvement policies of the District.
- F. Involving parents and family members in the activities of the schools served under Title I.

Policy Involvement

Each school served under the Title I program shall:

- A. Convene an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school’s participation under the Title I program and to explain the requirements of the Title I program.

B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental and family involvement in such meetings by offering transportation, child care, or home visits.

C. Involve parents and family members in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.

D. Provide parents and family members of participating children—(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

E. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents and family members of participating children, submit any parental or family members' comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement

As a component of the District's parental and family involvement policy, each school served under the Title I program shall jointly develop with parents and family members for all children served under the Title I program a school-parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school, parents and family members will build and develop a partnership to help children achieve the State's high standards. Such compact shall—(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent and family will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers, parents and family members on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (B) frequent reports to parents and family members on their children's progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement

To ensure effective involvement of parents and family members and to support a partnership among the District, parents, family members, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents and family members, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents and family members to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental and family member involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent and family programs, and build ties between parents, family members and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent and family involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent and family resource centers, that encourage and support parents and family members in more fully participating in the education of their children; (5) shall ensure that information related to school and parent and family programs, meetings, and other activities is sent to the parents and family members of participating children in a format, and to the extent practicable, in a language the parents and family members can understand; (6) may involve parents and family members in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental and family involvement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions; (9) may train parents and family members to enhance the involvement of other parents and family members; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents and family members who are unable to attend such conferences at school, in order to maximize parental and family involvement and participation; (11) may adopt and implement model approaches to improving parental and family involvement; (12) may establish a district-wide parent and family advisory council to provide advice on all matters related to parental and family involvement in programs supported under Title I; (13) may develop

appropriate roles for community-based organizations and businesses in parent and family involvement activities; and (14) shall provide such other reasonable support for parental and family involvement activities under Title I as parents and family members may request.

Accessibility

In carrying out the parental and family involvement activities for this Title I Parental and Family Involvement policy, the District shall provide full opportunities for the participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy

This Title I Parental and Family Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents and family members of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and family members and the school.

[JK1]ESSA Section 1010

**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.
Provide high quality curriculum and instruction to your child
while being aware of the specific needs of you child.

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

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Principal Signature: _____ Date: _____

(Please return entire page. A copy will be made and sent home.)

**ADMINISTRATIVE REGULATION 5416
STUDENTS**

Student Fee Waiver

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

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

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

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

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

Student Fees for Curricular Activities

None

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

Student Fee Waiver Application

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

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

PLEASE PRINT

Date Completed: _____

Name of Parent or Guardian: _____

Street Address: _____

City, State, Zip Code: _____

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

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

Signature of parent or guardian: _____

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

Administrator’s signature: _____

Students' Rights and Responsibilities

The **rules and regulations are included in the handbook** for the **2017-2018** school year. We request you return the Acknowledgment Sheet for our files. If you have any questions regarding the attached material, please feel free to contact the school.

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

Parent/Guardian Signature: _____ Date _____

Student Signature(s): _____

_____ Date _____

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

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

Includes within the handbook

Business Operations

Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$150,000 per year (per procurement event or in aggregate purchases) this organization will follow the informal Small Purchase Procedure.
- When the annual total for food service program related items is greater than \$150,000 per year (per procurement event or in aggregate purchases) this organization will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

Micro-Purchases may be used for annual transactions under \$3,500 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

Small Purchase Procedures

For purchases made below the small purchase threshold, Small Purchase Procedures will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

1. Contact a minimum of three potential vendors
2. Document each vendor's quoted price
3. Select the company that provides the lowest, most responsive, and responsible bid
4. Inform all bidding companies in writing of the final decision made by the sponsor
5. Write contract for meal service between the sponsor and the winning bidder.

Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured
 - a. Include detailed specifications

- b. Ensure price will be most heavily weighted
2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
 - a. Announcements will include the date, time and location in which bids will be opened
3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
 - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
4. Award the contract
 - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
 - b. At least two weeks before program operations begin
 - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the bid threshold established in the sponsor's procurement policy statement is less than \$150,000, the smaller bid threshold will govern.)

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. 2 CFR 200.319(a)(6)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)]
- C. Documentation: We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, bid tabulations or any other significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)/7 CFR 3016.36(9)]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1 v)]
- E. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service

procurement process. This review shall be summarized in written form and kept with the other required program documentation.

- F. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)] [7 CFR Part 3016.36(b)(2)]
- G. General Requirements:
- Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
 - A cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. [2 CFR 200.323(a)]
 - Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- H. Duties of Food Service Supervisor:
1. To work with staff and clients in developing acceptable menus for breakfast and lunch.
 2. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month).
 3. To place and confirm orders with vendors, or make plans to purchase the required items.
 4. To keep program menus up to date by testing and using new products and seeking feedback from staff and clients.
 5. To send out bid quotation forms to vendors who have expressed an interest in doing business with the sponsor.
 6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
 7. To work with vendors on a fair and equal basis.
 8. To develop a list of acceptable brands. (Multiple brands per bid item when possible.)
 9. To conduct an in-house procurement review once per year.

Date of Adoption: [Insert Date]

**Summary of the School Immunization Rules and Regulations
For ~~2016-2017~~-2018 School Year**

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

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, ~~2011~~. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated ~~5/2015~~1/25/2017

Students

Full-time and Part-time Enrollment

Full-time Enrollment

Students must be enrolled in [Name] Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in [Name] Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1st preceding the school year the student wishes to enroll.
 - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
 - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day. ~~A student who is attending an exempt school and who is enrolled on a part-time basis in the District's middle school or high school will be permitted to enroll in 20 semester credit hours of classes in the event the student has an interest in participating in extracurricular activities.~~
2. Capacity Limits. Enrollment will be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes shall not be available for non-public school students. The middle school principal and counselor shall also establish capacity limits for particular courses each semester. Students will not be permitted to enroll in courses beyond the established capacity limits.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.

5. Essential versus Non-Essential Elective Courses. Non-public school students are not permitted to enroll in essential courses. Essential courses are those which are required to be offered by the student's private, denominational, parochial or home school. For non-public school students attending an approved school, essential courses are: language arts, social studies, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness. For non-public school students attending an exempt school, essential courses consist of a sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science, social studies, and health. A non-public school student will not be precluded by this provision from enrolling in non-essential elective courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.

6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement. Full-time students will be given first consideration for parking on the high school campus.
8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Students enrolled on a part-time basis may be permitted in the discretion of the principal and athletic director to participate in extracurricular activities. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Reference: Neb. Rev. Stat. §79-2,136 and §79-526
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: [Insert Date]

~~Notification of Rights Under FERPA~~

Notification of Rights Under FERPA

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

- 1) ~~1.~~—The right to inspect and review the student’s education records within 45 days of the day the ~~district~~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) ~~2.~~—The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the ~~school-district~~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~~District decides not to amend the record as requested by the parent or eligible student, the ~~district~~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) ~~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~~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~~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.

~~Notification of Rights Under FERPA~~

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 ~~and effectively provide the function or service for which they are responsible.~~

~~Contractors, consultants and volunteers are permitted to have access to~~

~~Upon request, the District discloses education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records without consent to officials of another School District in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.~~

~~The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.~~

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

~~Family Policy Compliance~~Kathleen Styles, Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-~~4605~~

~~NOTICE CONCERNING DIRECTORY INFORMATION~~

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the ~~district~~District has designated as directory information are as follows: ~~student's~~

1. Student's Name, address, telephone listing, and the name, address, telephone listing, electronic listings (if not unlisted), e-mail address, photograph, date of and place of birth, major fields of study, and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;

~~Notification of Rights Under FERPA~~

- ~~2. School and dates of attendance;~~
- ~~3. Student's current grade level;~~
- ~~4. Student's enrollment status (e.g., full-time or part-time);~~
- ~~5. Student's date of birth and place of birth;~~
- ~~6. Student's extra-curricular participation in officially recognized activities and sports;~~
- ~~7. Student's achievement awards or honors;~~
- ~~8. Student's weight and height if a member of members of an athletic teams, degrees, honors and awards received, and most recent previous team;~~
- ~~9. Student's photograph; and~~
- ~~10. School or school district the student attended before he or she enrolled in [Name] Public Schools.~~

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

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

The ~~district~~District may disclose information about former students without meeting the conditions in this section.

~~ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION~~

~~The district's~~OPTIONAL

In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose

Notification of Rights Under FERPA

personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the District has designated as "directory information" under §99.37. (§99.31(a)(11))

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

~~Notification of Rights Under FERPA~~

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

Notice Concerning Designation of Law Enforcement Unit:

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

StudentsRequests to Contact Students and Student Interviews by Non-School PersonnelA. Removals of Students and Interviews of Students

In dealing with law enforcement officials, [Name] Public Schools' employees are not to obstruct government operations or unreasonably refuse or fail to aid a peace officer, but are also to attempt to prevent undue interference with District operations or educational programming.

1. Removals of Students by Law Enforcement Officials

Law enforcement officers should not be permitted to remove a child from school while the child is properly in attendance, without permission of the child's parent or guardian, except when legally authorized to do so. For purposes of this policy, a law enforcement officer is defined as: sheriffs, coroners, jailers, marshals, police officers, state highway patrol officers, members of the National Guard on active service by direction of the Governor during periods of emergency, and all other persons with similar authority to make arrests. (Neb. Rev. Stat. §49-801).

Law enforcement officers may in the line of duty require a student to accompany him or her for questioning or detention either with or without an arrest warrant. A peace officer has the lawful authority to take immediate temporary custody of children under the age of 18 with an arrest warrant, or without a warrant or order of the court when:

- (a) the child has violated a state law or municipal ordinance and such child was eleven years of age or older at the time of the violation, and the officer has reasonable grounds to believe such child committed such violation and was eleven years of age or older at the time of the violation~~the child has violated a state law or a municipal ordinance and the officer has reasonable grounds to believe the child committed such violation;~~
- (b) the child is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the child's protection;
- (c) the officer believes the child to be mentally ill and dangerous as defined in Neb. Rev. Stat. §71-908 and that the harm described in that section is likely to occur before proceedings may be instituted before the juvenile court;
- (d) the officer has reasonable grounds to believe that the juvenile has run away from his or her parent, guardian, or custodian;

- (~~ee~~) a probation officer has reasonable cause to believe that a juvenile is in violation of probation and that the juvenile will attempt to leave the jurisdiction or place lives or property in danger; ~~or~~
- (~~ff~~) the officer has reasonable grounds to believe the juvenile is truant from school. (Neb. Rev. Stat. §§43-418 and 43-248).
- (g) the officer has reasonable grounds to believe the child is immune from prosecution for prostitution under subsection (5) of section 28-801; or
- (h) the child has committed an act or engaged in behavior described in subdivision (1), (2), (3)(b), or (4) of section 43-247 and such child was under eleven years of age at the time of such act or behavior, and the officer has reasonable cause to believe such child committed such act or engaged in such behavior and was under eleven years of age at such time.

If a peace officer or probation officer requests to take custody of a student who is at that time under the control and jurisdiction of [Name] Public Schools, the following action is to be taken:

- (a) Establish Authority to Remove. The student should be released after appropriate measures are taken and documented to ensure that the officer has the authority to take the student. The form attached as Exhibit “A” to this Policy may be used for this purpose.
- (b) Notify Local Law Enforcement. In some instances there may be orders for custody of a student served by the officers with authority to arrest from outside the jurisdiction of [Name] Public Schools. Local law enforcement should be contacted and requested to participate in or monitor the removal.
- (c) Notify Parent of Removal. When a principal or other school official releases a minor student to a peace officer for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor student to the officer and the place to which the student is reportedly being taken. Provided, however, when a minor student has been taken into custody as a victim of suspected child abuse, the principal or other school official is not required to notify the parent or guardian, but shall provide the peace officer with the address and telephone number of the minor student’s parents or guardian.

A student should not be released to a private detective or “special police officer” who is not an officer of a Nebraska political subdivision or an officer of an

agency of the federal government without consent of the student's parent, guardian or custodian.

2. Interviews of Students by Law Enforcement Officials

Law enforcement officers and other law authorities should be urged to contact students for questioning outside the instructional day and off school premises whenever possible. When it is appropriate that such questioning occur, the following guidelines are to be followed:

- (a) Interviews not related to District Events. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to [Name] Public Schools, questioning should not take place until the student's parent, guardian or custodian has been contacted and permission is given for such interview. The consent should be documented. The presence of a school employee during the interview is not necessary.
- (b) Interviews Related to District Events. If the investigation relates to an incident which took place on school premises or during instructional time, it is not necessary to obtain consent of the student's parent, guardian or custodian. In these situations, an employee of the District should be present during the interview to ensure that the interview relates only to the incident which took place on school premises or during instructional time or something which is directly related thereto.
- (c) Child Abuse or Neglect. If an investigator represents that an interview is necessary to collect information concerning an allegation of child abuse or neglect or an offense involving a family relation and it is clear that obtaining parental consent for the interview would be impossible or counter-productive, the interview may be conducted without consent of the student's parent, guardian or custodian. In these situations, an employee of [Name] Public Schools should be present during the interview to ensure that the interview relates only to those matters.
- (d) Probation Officer Interview. A probation officer assigned to a student by a court may be allowed the opportunity, on request, to interview a student on school premises. In such situations, it is neither necessary nor desirable that a District employee be present during the interview. It also is not necessary to obtain the consent of the parent, guardian, or custodian.

3. Disclosure of Student Records

School employees shall not, in the course of dealing with a peace officer or probation officer, disclose any confidential student records or information from such student records other than in response to a court order or subpoena or as otherwise authorized by state law and the Family Educational Rights and Privacy Act (FERPA).

4. Removals and Interviews by Persons other than Law Enforcement Officials

A person who comes to school premises to interview a student or remove a student prior to the end of the student's instructional day must obtain permission of an administrator or designee.

Permission to remove is not to be granted without consent of the student's parent, guardian or custodian, or a person authorized by the student's parent, guardian or custodian to give such permission.

Permission to interview on subjects not related to school matters is not to be granted unless there is a clearly valid and proper reason for the interview and such is not disruptive to school operations or the student's educational program. Ordinarily such contacts shall be restricted to the student's parent, guardian or custodian or a friend of the family when an emergency or other similar circumstance exists.

Legal Reference: Neb. Rev. Stat. §§43-248; 43-418; 79-294; 79-2104
20 U.S.C. §1232g (FERPA)

Date of Adoption: [Insert Date]

AR-5413--Exhibit A

Affidavit and Release to Remove Student

Date: _____

The undersigned hereby states and affirms to the [Name] Public Schools as follows:

1. That I am duly-appointed and acting peace officer employed by _____ and am currently acting within the scope of such employment.
2. That request is hereby made of the [Name] Public Schools to deliver to me the following named student: _____.
3. That I am entitled to immediate physical custody of said student by virtue of:
 - () Neb. Rev. Stat. 43-248 for the reason that said student (1) violated a state or municipal law in my presence, (2) is believed by me to have committed a felony, (3) is seriously endangered in his or her surroundings and immediate removal appears to be necessary for the student’s protection, or (4) is believed to have run away from his or her parent, guardian, or custodian.
 - () There having been issued a valid warrant for such student’s arrest, a true copy of which is attached hereto.
 - () There being reasonable grounds for me to arrest such student without a warrant, such grounds being that: _____
 - () Other (specify) the student being placed under arrest due to following authority: _____
4. That the undersigned will take immediate action to notify the parent(s), custodian, or legal guardian of said student that said student has been taken into custody and the reason or reasons for said custody.
5. That the undersigned has the legal right to take custody of the student without the consent of said student’s parent(s), guardian, custodian, or the [Name] Public Schools.
6. That any facts or circumstances set out on the back of this affidavit and release are true and correct and are incorporated herein by reference.

(Give complete description of officer’s name and position, including badge number)

**AR-5413--Exhibit B
Affidavit to Interview or Question Student**

Date: _____

The undersigned requests the right to interview or question _____, a student of the [Name] Public Schools, and hereby states and affirms to the [Name] Public Schools as follows:

() That the undersigned is a duly appointed probation officer acting pursuant to a valid appointment by the _____ Court of _____ County, Nebraska.

() That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate such an investigation.

() That the undersigned is duly authorized by law to investigate allegations of criminal activity and this request is made to facilitate an investigation of criminal activity which occurred on the school premises.

() That the undersigned is duly authorized by law to investigate allegations of abuse or neglect as defined in Neb. Rev. Stat. 28-710(3) and this request is made to facilitate an investigation where a family member is alleged to have committed acts of abuse or neglect against the above-named student.

() That requesting consent to the interview from the child's parent or guardian and notification of child's parent or guardian of the interview would be counter productive, and request is hereby made that the same be kept confidential.

That the additional information, if any, set out on the back of this affidavit is true and correct and is incorporated herein by reference.

(Give complete description of officer's name and position including badge number)

StudentsHomeless StudentsA. General Policy Statement

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

B. Definitions

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

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

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

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

C. School Stability

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

To overcome the presumption that a child or youth should remain in his/her school

of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

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

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

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

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;
2. Receive appropriate time and training in order to carry out the duties required by

law and this policy;

3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
 - a. Are enrolled in school which includes attending classes and participating fully in school activities;
 - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
 - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
 - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from

the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

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

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

Date of Adoption: [Insert Date]

Instruction

Computer

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of [Name] Public Schools to comply with the Children’s Internet Protection Act (CIPA) and Children’s Online Privacy Protection Act (COPPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

3.

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4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
- ~~7-8.~~ The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

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B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).

2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and

regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254
Children's Online Privacy Protection Act, 15 U.S.C. § 6501
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act) LB 512 (2017).

Date of Adoption: [Insert Date]

[Name] Public Schools
Addition to Employee Code of Conduct
Appendix "I"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of [Name] Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the [Name] Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

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

I agree not to hold the [Name] Public Schools, any of its employees, or any institution providing network access to [Name] Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

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

[Name] Public Schools
Addition to Student Code of Conduct
Appendix "2"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT'S AGREEMENT

In order to make sure that all members of [Name] Public Schools community understand and agree to these rules of conduct, [Name] Public Schools asks that you as a student user sign the following statement:

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

I agree not to hold the [Name] Public Schools, any of its employees, or any institution providing network access to [Name] Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____ Date: _____

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

[Name] Public Schools
Addition to Student Code of Conduct
Appendix "3"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

PARENT'S AGREEMENT

In order to make sure that all members of [Name] Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by [Name] Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold [Name] Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the [Name] Public Schools, any of its employees, or any institution providing network access to [Name] Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's Signature _____ Date: _____

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

[Wayne Community Schools Policies 3003](#)

[Add to Wayne Community Schools policies](#)

Students

Bus Transportation

Regular bus transportation shall be provided to designated stops on bus routes, outside city limits, within the school district. Occasional exceptions to regular bus schedules shall require prior administrative approval.

Date of Adoption: [Insert Date]

Wayne Community Schools Policy 3003 Administrative Regulation

Add to Wayne Community School policies

ADMINISTRATIVE REGULATION 5501
BUSINESS AND NON-INSTRUCTIONAL SERVICES

The Board directs the Superintendent (in cooperation with the bus company) to activate as many routes as are necessary to insure that no student rides the bus for more than one hour during either the morning or afternoon route.

The Board believes that the safety of the students is a primary concern when considering the logistics of the bus route, but so, too, is the idea of fairness as it relates to the length of the bus ride. In an effort to balance issues of safety and fairness, and to relieve congestion at the school buildings, the Board directs the Superintendent to designate, as needed, one pick-up point in each of the four quadrants of Wayne and one in Carroll from which the bus will depart directly to and from the attendance centers in Wayne. The pick-up points shall:

1. fall outside of a one mile radius from the District's central office;
2. be available by application to concentrated populations of students on a first-come, first-served basis;
3. be the last stop on the route before school in the morning and the first stop on the route from school in the afternoon.

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The remainder of the route from the pick-up point on will be conducted on a first on/first off basis, with the direction of the route reversed at mid year.

Information regarding the bus route including: the names of the student riders and their parents/guardians, the home phone number of all student riders, a map of the bus route, the approximate pick-up time at each home, and a statement of any fees due (if applicable) shall be distributed to each household on the route prior to the beginning of each school year.

In order for the District to plan and budget for adequate transportation services each year, parents/guardians are requested to submit an application for transportation services to the Superintendent's office. The Board directs the Superintendent to develop a procedure and form for requesting transportation services.

Definitions:

A 'quadrant of Wayne' shall mean that portion of the community that would fall either north and east, north and west, south and east, or south and west of the intersection of Highways 15 and 35.

B 'concentrated population of students' shall mean a number (not less than 10) of students who could be picked up by making only one stop.

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Bus Route Pick Up Points

In an effort to provide safe and equitable transportation serves, the following group has identified pick up points.

1. Muhs Acres entrance
2. ~~Northside of Sunnyview Park by the Shelter House 10 and Hillcrest/Sunnyview Park Shelter~~
3. Hank Overin Baseball Field Bleachers just west of the Girls Scout Cabin
- ~~4. Bus Barn (1st Street)~~
54. Carroll City Auditorium
65. Rainbow World p.m. route
76. North – near Bowling Alley
7. Vintage Hill Park

Residents moving into the District needing bus service should acquire a Bus Service Request form from the Superintendent's office.



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

June 26, 2017

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 products for the 2017-2018 school year:

Hpt Choc Skim FF Milk	0.1770	12 oz Chocolate FF Skim Milk	0.7800
Hpt 1% Milk	0.1670	12 oz 1 % Milk	0.7800
Hpt Skim Milk	0.1600	12 oz Straw & Van Shake Milk	0.7800
Hpt Strawberry Skim FF Milk	0.1770		
5 LB Cottage Cheese	8.0000		
Qt. Buttermilk	1.0100	Deliveries will be made on Mondays and Thursdays with 3 coolers provided.	
Hpt Chocolate FF Milk Plastic	0.2470		
Hpt 1% Milk Plastic	0.2370		
Hpt Skim Milk Plastic	0.2300		
Hpt Strawberry Skim Milk Plastic	0.2470		

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,

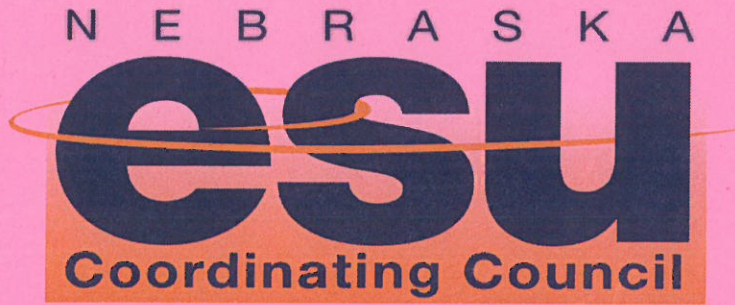
Dave Petz
Hiland Dairy
Box 106
West Point, NE 68788

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



**2017- 2018 Annual
Food Service Supply
Agreement**

ESUCC Affiliated School:	Wayne Public School 611 W 7th St 611 W 7th St Wayne, NE 68787		
Phone:	<u>402-375-3150</u>	ESU #:	<u>1</u>
		District #:	<u>6</u>
		County:	<u>Wayne</u>
Food Service Manager:	<u>Judy Poehlman</u>	Email:	<u>ju poehl1@wayneblue</u>
Superintendent:	<u>Mark Lenihan</u>	Email:	<u>malenih1@wayneblue</u>

devils.org
org

- 1.) Agreement Period: **August 1, 2017 to July 31, 2018**
- 2.) Awarded Vendor: **Sysco**
- 3.) Terms & Conditions:
 - A. Minimum Drop Size for Free Delivery is **\$500 per order**
(All orders under \$500 will be subject to a \$25 per drop fee.)
 - B. Anticipated Participation Level Calculation:

School 2016 NDE Reported Food Expenditures:	\$156,759.00
Minus Commodities:	\$55,362.81
Equals Calculation Amount:	\$101,396.19
	X 60%
Equals School Annual Anticipated Usage Amount:	\$60,837.71

C. Monitoring Usage

- 1.) Usage will be monitored on a quarterly basis.
- 2.) Usage will be monitored based on School Annual Anticipated Usage Amounts.
- 3.) Expected usage by quarter:

1 st Quarter (Aug, Sep, Oct)	30% of Annual Anticipated Usage Amount
2 nd Quarter (Nov, Dec, Jan)	30% of Annual Anticipated Usage Amount
3 rd Quarter (Feb, Mar, Apr)	30% of Annual Anticipated Usage Amount
4 th Quarter (May, Jun, Jul)	5% of Annual Anticipated Usage Amount

D. Protocol for Under Usage

- 1.) Due to our contractual agreement with our Prime Vendor, schools must make a good faith effort to meet their purchasing threshold in order to receive the program benefits. If a school is unable to meet the anticipated usage then we will work with both the Prime Vendor and the School to come to an amicable resolution. There is no financial penalty for not meeting the 60% anticipated usage amount.
- 2.) Schools fulfilling their 60% anticipated committed volume will receive an additional 1% discount

E. Cancellation

Schools choosing to withdraw from their participation in the state-wide Food Cooperative Purchasing Program will need to notify ESUCC Cooperative Purchasing office in writing a minimum of sixty (60) days prior to desired withdrawal date.

Please select one of the following options:

 X Our School **WILL** participate in this year's statewide cooperative food program

 Our School will **NOT** participate in this year's statewide cooperative food program

Reason: _____

To be filled out by school:

Agreed to this _____ day of _____, 2017.

School Superintendent

Please list all drops to be included for this school:

- | | |
|------------------------------|-----------|
| 1.) <u>Wayne High School</u> | 2.) _____ |
| <u>611 W. Seventh St.</u> | _____ |
| 3.) <u>Wayne, NE 68787</u> | 4.) _____ |
| _____ | _____ |
| 5.) _____ | 6.) _____ |
| _____ | _____ |

ESUCC Office Use Only:

Agreed to this _____ day of _____, 2017.

ESUCC Representative

Wayne Community Schools Teacher Handbook

~~2016-2017~~ 2017-2018 School Year

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 ~~2017+6-2018+7~~ 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) Be Safe and Do the Right Thing

WCS Character Traits:

- | | |
|----------------------|--------------------|
| 1) Respect | 5) Perseverance |
| 2) Responsibility | 6) Self-Discipline |
| 3) Honesty/Trust | 7) Courage |
| 4) Caring & Fairness | 8) Citizenship |

Members of the Board of Education

Name	Contact Information
Mrs. Wendy Consoli	(402) 750-8180
Mr. Lynn Junck Red-Garwood	(402) 369-4056375-3129
Mr. Scott Hammer	(402) 375-5307
Mrs. Jaime Manz Ken Jorgensen	(402) 369-1692833-5094
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 Wayne Board of Education Policy 4112 -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:

Meals: (per admin regulation 4141)

- Non-Overnight Travel –
 - Breakfast and Lunch – Maximum \$10.00 per meal.
 - Dinner – Maximum \$15.00 per meal.
 - Daily Maximum- \$25.00
 - Only necessary meals that occur during meeting time and cannot be consumed at home will be reimbursed
- Overnight Travel –
 - In Nebraska – Maximum of \$50.00 per day
 - Out of State – Maximum of \$50.00 per day
- The District will not reimburse for meals that were included in registration.
- For overnight travel staff should partake in breakfast provided by the hotel if available.

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:

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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 30 minutes prior to students arriving 7:55 a.m. until 4:00 3:55 p.m. (Wayne Board of Education Policy 4004). Hours may be extended for meetings or other duties that may arise. Should teachers need to leave the building during work hours for any reason the office staff should be notified. (Wayne Board of Education Policy 4006).

K. Tobacco Use by Staff

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

II. GENERAL INFORMATION WITH REGARD TO PROCEDURE

A. Activity Schedules and Building Use for Special Meetings

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

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

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

A few other suggestions that are important include the following:

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

charge at all times.

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

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

III. PERSONAL AND PROFESSIONAL CONDUCT (Nebraska Department of Education Rule 27, section 004)

A. Professional Ethics Standards

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

Preamble

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

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

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

Principle I - Commitment as a Professional Educator:

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

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

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

Principle II - Commitment to the Student:

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

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

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

Principle III - Commitment to the Public:

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

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

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.

2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract 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 South Door Locker Room	Auto Shop , West Doors, Commons, South Door
H.S. <u>9/12</u> 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 (Ag class Business)	West Shop Door	West Doors, East Door Commons, South Doors
H.S. Boys Locker	South Locker Room Door	South Door, West Doors
7/8 Boys Locker	South Locker room door	South Doors, West Doors
119 (Band)	West Door Band Room	West Doors, East Door Commons, South Doors
100 (Commons)	East Commons Doors	West Doors, South Doors, East Doors
101	East Commons Doors	West Doors, South Doors, East Doors
102	East Commons Doors	West Doors, South Doors, East Doors
Faculty Lounge	East Commons Doors	West Doors, South Doors, East Doors
IMC Room	East Commons Doors	West Doors, South Doors, East Doors
103	East Doors	Commons, West Doors, South Door
104	East Doors	Commons, West Doors, South Door
105	East Doors	Commons, West Doors, South Door
106	East Doors	Commons, West Doors, South Door
107	East Doors	Commons, West Doors, South Door
108	East Doors	Commons, West Doors, South Door
Wrestling Room	West Wrestling Door	West Doors, West Shop Door
303	South Doors	East Commons Doors
304	South Doors	East Commons Doors
305	South Doors	East Commons Doors
Kitchen	South Doors of Kitchen	South Hallway Doors, East Commons Doors

7-12 SECOND FLOOR (Upper Level)

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

Early Learning Center and Elementary – Refer to exit signs in classrooms and once outside report to home base.

SPECIAL INSTRUCTIONS:

1. The first person to each exit door is responsible for keeping the door open while others pass through.
2. Students should walk rapidly, but must not run.
3. Visiting and talking cannot be tolerated. This hinders evacuation.

4. Classes and instructors leave in a group. Follow the group ahead; do not mix with them. In general, the order will be determined by relative distance to the exit.
5. Move down the walks outside the doors far enough so that groups following will have space. All should be a minimum of 100 feet from the building.

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

TORNADO - Disaster Procedure

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

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

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

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

Early Learning Center: Restrooms in middle hallway.

Elementary: Grades K-6 – Lower hallway between fire doors.

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

(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 (Nebraska Department of Education Rule 27, section 005)**

A. Administrative and Supervisory Requirements:

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

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

Each teacher and special services provider shall:

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

Each administrator shall:

1. Use available instructional personnel, materials and equipment necessary to accomplish the designated task;

2. Adhere to and enforce school law, state board regulation, and written and dated school board policy which has been communicated to the administrator;
3. Use channels of communication when interacting with teachers, community agencies and groups in accordance with school policy.

B. Analysis of Individual Needs and Individual Potential:

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

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

C. Instructional Procedures:

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

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

Each teacher shall:

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

Each administrator shall:

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

D. Communication Skills:

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

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

E. Management Techniques:

The educator shall:

1. Resolve discipline problems in accordance with law, school board policy, and administrative regulations and policies;

2. Maintain consistency in the application of policy and practice;
3. Use management techniques which are appropriate to the particular setting such as group work, seat work, lecture, discussion, individual projects and others;
4. Develop and maintain positive standards of conduct.

F. Competence in Specialization:

Each educator shall:

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

G. Evaluation of Learning and Goal Achievement:

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

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

H. Human and Interpersonal Relationships:

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

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

I. Personal Requirements:

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

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

V. ACADEMIC MATTERS

A. Purpose and Goals of Academic Achievement

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

B. Teaching to Student Understanding to Assure Learning

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

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

C. Instruction in the Curriculum

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

D. Measuring and Reporting Academic Achievement

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

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

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

PreK-K SCALE: TS Gold

1-2 STUDENT EVALUTION SCALE:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

E. Parent-Teacher Conferences

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

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

F. Care of Injured Students

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

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

There are times when injuries are so small that you will look after them and perhaps apply first aid. The most important thing about this whole situation is that you use good judgment. Some cases will not require any attention, while some will require immediate attention from the nurse or the family doctor. Head injuries should be reported to the nurse.

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

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

Report of Injuries:

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

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

Payment of Bills:

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

G. Study Hall Regulations (7-12)

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

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

Procedures

1. Each student has assigned seat. A seating chart should be available for use by substitute teachers.
2. Each student leaving study hall must sign out and return ten minutes before the end of the period. Privileges will be lost for two days for failure to do so (talking, locker, restroom, passes, etc.).
 - a. One sign out to restroom (one male and one female). Use lower restroom if the study hall is on lower floor and upper restroom if the study hall is on upper floor.
 - b. No locker passes at any time. You are expected to bring all the materials you need to study hall with you. Going to your locker on a restroom pass will result in your privileges being restricted.
 - c. "Failing List People" may not check out unless on a pass from a teacher of the class that the student is failing.

- d. Students must have a pass to the library - any materials (magazine, newspaper, etc.) must be returned at end of the hour.
 - e. No passes of any kind will be given during the last ten minutes.
 - f. No passes of any kind will be given to any room other than those in A or C above. Exceptions must be cleared at the central office.
3. Students may speak with permission only and stand while speaking.
 4. Studying together (two students) permitted in specified area only.
 5. No sitting under the steps.
 6. Each student must have some type of work at their desk. No one is to remain and use the area to sleep, talk, distract, etc.

H. Sponsoring School Buses

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

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

I. School Vans

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

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

J. Securing Publicity for School Activities

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

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

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

Public Access Cablevision -- American Broadband may assist in public programming upon request. 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 using one of the two approved lesson plan templates 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 the purpose must be outlined in lesson plans.**
3. Use a study guide of some sort, don't have the film day be just a day off for the teacher and students.
4. R rated films should have parent permission before students are allowed to view. K-6 films should be rated G or PG.
5. PreK-6 may show a limited number of movies for classroom celebrations, per principal approval and using terms of the movie license.

M. Faculty Lounge

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

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

VI. DUTIES AND RESPONSIBILITIES

A. Supervision of Students

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

1. Proper Supervision

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

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

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

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

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office 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.

D. Reporting Child Abuse

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

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

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

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

VII. SPECIFICS RELATING TO WAYNE COMMUNITY SCHOOLS

A. Attendance

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

B. Equipment and Room Damage

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

C. Fire Drill and Tornado Evacuation Procedures

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

D. Fund Raising Policy

All activity groups must fundraise during the annual gift-a-thon coordinated by the Wayne Community Schools Foundation. This will be the only fundraiser allowed for activities and clubs.

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 ourselves, 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.~~

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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.

2017-2018 GUIDELINES FOR CLASSIFIED STAFF EMPLOYEE BENEFITS

These rules and regulations are subject to change at any time.

Classifications:

Full Time: A Full Time employee is an employee who works 12 months of the year and 40 hours per week.

Part Time: A Part Time employee works less than 12 months per year and/or less than 40 hours per week. Examples include people who work 9 months of the year (when school is in session) or those who work 12 months of the year but less than 40 hours per week. A person who works an average of less than 30 hours per week over their scheduled weeks (school year, 11 months including summer, etc...)

Vacation and Holidays for Full Time Employees

Vacation: Vacation is calculated on a full year contract beginning September 1 for the year employment began. Vacation is earned at the end of each year (August 31) but may be used prior to that time. Employees who begin work in the middle of a contract year will receive 1.5 days of vacation for each complete quarter worked to a maximum of 5 days. Employees who work less than two complete quarters will not receive credit for a year on the vacation schedule. Since vacation is used as it is earned, employees will receive pay for unused vacation based on the number of full quarters worked and pay may be reduced by the number of extra days used. Use of vacation days is approved by the employee's supervisor. (See attached Vacation Examples.)

Vacation Schedule: Receive 5 days vacation with pay after 12 months work. Ten days vacation after 24 months and 15 days after 60 months, 20 days after 15 years. Vacation must be used during the year earned. Vacation days will not be carried over without specific written approval by the Superintendent.

Employees that move from part-time (less than 40 hours each week, or 40 hours per week on a less than 12 month basis) to full-time (40 hours each week on a 12 month basis), begin vacation and sick leave as if a new employee.

Paid Holidays:

Holiday pay is paid only if the employee works the last scheduled work day before the holiday and the first scheduled work day after the holiday. If the employee has requested pre-approved paid time off, the last scheduled work day is the day before or after the pre-approved paid time off.

Full Time Employees receive these specified paid holidays (New Years Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day).

Payments received, as a result of worker compensation claims will be deducted from pay.

School Closings:

NSAA Moratorium: The school offices will be closed during the 5 day NSAA moratorium (Typically December 23 to December 27 of each year). Work schedules will be determined by the Superintendent.

The school offices will be considered open during all days other than the above mentioned holidays and the NSAA Moratorium. Full time employees who are unable to be at work will take either paid vacation for any days missed or unpaid leave as granted by the superintendent.

Vacation and Holidays for Part Time Employees

Sick Leave: sick leave for Part Time employees is not accumulative.

Paid Holidays:

Holiday pay is paid only if the employee works the last scheduled work day before the holiday and the first scheduled work day after the holiday. Pre-approved paid time off moves the scheduled work day moves the last and first scheduled work day to the day before or after the pre-approved day.

Part Time Employees receive these specified paid holidays during the school year (New Years Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day).

Job Descriptions are available for all positions. **Evaluation** shall be provided each employee prior to June 1 by his or her immediate supervisor.

Job Descriptions for teachers' aids shall be developed annually by building principals and be subject to approval by the superintendent.

Vacation: Part Time Employees receive no vacation.

CLASSIFIED STAFF INSURANCE AND LEAVE POLICIES

Full Time Employees

A. Medical Insurance

The Board of Education beginning will pay full family or single coverage. This premium shall be paid directly from the school district to the insurance carrier

designated by the Board of Education in the name of the employees. Insurance coverage shall commence with the first day of contract salary.

B. Term Life Insurance

The district will pay the full premium of a \$30,000 term life insurance policy. This coverage is integrated with the health insurance package. An additional \$30,000 coverage may be purchased by the employee.

C. Income Protection

The employee is required to purchase disability insurance at their own cost. This insurance is designated to pay 60% of employee's basis monthly earnings. This program is mandatory.

D. Dental Insurance

A dental insurance program is offered at group rates as an addendum to the health policy. Family premiums are to be paid by payroll deduction by the employee. Details of the plan are separate from this schedule.

E. Leave Policies

1. Sick Leave: An annual temporary illness, family emergency or personal leave of 10 days per year shall be granted to full time, 40 hour, 12 month employees. Personal leave is allowed for 2 of the ten days as approved by the superintendent.
2. Family emergency leave, as used in item #1, is limited to absences resulting from the serious illness or death of a spouse, child, father, mother, brother, sister, grandparents and applicable in-laws.
3. Personal leave, as used in item #1 must be applied for through the office of the superintendent, and the consideration of the reasons for the request for personal leave is at the discretion of the superintendent.
4. Sick leave days accumulate to 55 for full time (40 hour, 12 month) employees.

Part Time Employees

A. Insurance: Part time non-certificated employees receive no insurance.

B. Leave Policies

1. Sick leave: An annual temporary illness, family emergency leave of 5 days per year shall be granted to less than 40 hour and less than 12 month employees. This leave is non accumulative for less than 12 month and less than 40 hour employees.
2. Personal leave: 2 days of personal leave shall be granted to less than 40 hour and less than 12 month employees. This leave is non accumulative for less than 12 month and less than 40 hour employees.

In addition to these guidelines, all employees are expected to follow the policies of the Wayne School Board. These policies may be found on the Wayne School's website: <http://www.wayneschools.org>. They are located under the District Heading, the School Board/ Policy subheadings.



NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

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

2017-18

EXECUTIVE COMMITTEE

Officers:

Dr. Jon Cerny, President.
Bancroft-Rosalie Community Schs
Bancroft, Nebraska

Stephen Grizzle, Past President.
Fairbury Public Schools
Fairbury, Nebraska

Dr. Curtis Cogswell, Pres-Elect.
McCool Junction Public Schools
McCool Junction, 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
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Lincoln, NE 68508
402-440-4378

Lobbyist:

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

June 23, 2017

To: NRCSA Members
From: Dr. Jon Habben, Executive Director
Re: 2017-18 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 195 member school districts and Educational Service Units in 2016-17 representing over 75,000 students across 89 counties and 24 legislative districts throughout Nebraska. We have grown each year for the last seven years, in spite of losing member districts to local reorganization, and we hope to see growth again for 2017-18.

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 "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 2000 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 Advisors, collaborative groups, and NREA (national) committee participation.

NRCSA offers two annual statewide events (Legislative Forum and Spring Conference) which offer members the chance to learn about issues affecting rural schools, network with personnel representing other districts, and interact directly with policymakers and providers as well as NRCSA leaders. Both events are focused on our rural community schools' issues and interests. The Spring Conference is also the event that highlights awards, speakers, scholarships, exhibitors, music groups, many learning and information opportunities, and of course NRCSA food.

NRCSA offers recognition to those who demonstrate outstanding leadership and character in rural schools through exceptional scholarship and awards programs (sixteen \$1,000 scholarships, seven Outstanding Educator Awards, and fifteen 2017 Closing the Achievement Gap Effective School Awards).

NRCSA provides, exclusively to superintendents and board members of member schools, written updates from the Executive Director on current association activities and involvement within the legislative process. While the superintendent is the conduit for getting this information to their board members, NRCSA will now send email information to any/all board members of member school districts directly that wish to be included on the mailing list. We are requesting the district superintendent provide board member email contact information, or at least for the board president, so the NRCSA communications can be sent to a larger audience directly.

NRCSA currently offers leadership roles, ten elected and 48 appointed positions, for superintendents of member districts to be further involved. Elected opportunities include six NRCSA district (regional) representatives, three presidency cycle offices, and one secretary office as the 10-member Executive Committee. There are ten appointed members of the Scholarship & Recognition Committee, 23 appointed members of the Legislative Committee (including nine ex-officio past NRCSA presidents), and fifteen members of the NRCSA Closing the Gap Project Team.



NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

455 S. 11th St, Ste B
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2017-18 EXECUTIVE COMMITTEE

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Dr. Curtis Cogswell, Pres-Elect.
McCool Junction Public Schools
McCool Junction, 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

NRCSA is one of thirty-two 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's Executive Director represents all state affiliates as a member of the NREA Executive Committee, as well as serves on several other NREA leadership committees.

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. The superintendent pre-loads the card and all transactions are clearly identified on the monthly statements. It is easy, clean, secure, and can be used for any purchase of any size. NRCSA receives a portion of the interchange income generated by use of the cards. Seventy-two districts and the NRCSA office use the OneCard.

NRCSA provides elective services such as OneCard Purchase Card, Superintendent Search, Planning Support, Global Teletherapy (speech, occupational therapy, and behavior/mental health therapy), Pusch Foundation programs (elementary music, professional development), myONcore nutrition services, and Project Fit America Grant (BC/BS NE), to date. Information regarding these services is provided on the NRCSA website and via emails to member districts, and will be included as Facebook information.

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 2017-18 remain at \$850.00, due September 15.

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 #: 2017-18 Member

Date: 6/20/2017

Bill To:

WAYNE COMMUNITY SCHOOLS

611 W 7TH ST

WAYNE NE 68787

For: NRCSA Membership Dues

Description	Amount
<i>2017-18 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



NEBRASKA

DEPARTMENT OF EDUCATION

www.education.ne.gov
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
TEL 402.471.2295
FAX 402.471.0117

June 5, 2017

ADMINISTRATOR
WAYNE COMMUNITY SCHOOLS
611 W 7TH ST
WAYNE, NE 68787

Dear Administrator:

On June 2, 2017, the State Board of Education voted to classify your school system as Accredited for the period of July 1, 2017, through June 30, 2018. This action follows a recommendation of the State Accreditation Committee and is based upon records indicating that your school operated in compliance with the accreditation requirements in Rule 10 (*Regulations and Procedures for the Accreditation of Schools*) for the 2016-17 school year. This action confers upon your school system the legal right to fulfill provisions of the compulsory education law, to promote students, and, in public schools, to draw upon and expend tax funds.

We have appreciated the cooperation you have extended to us during the past year in the continued efforts to provide quality education to Nebraska students.

Sincerely,

A handwritten signature in black ink, appearing to read "Freida Lange".

FREIDA LANGE, Administrator
Accreditation and School Improvement

DIVIDEND STATEMENT

EMPLOYERS MUTUAL CASUALTY COMPANY
OMAHA BRANCH

Policy Number 4H4-43-98---16

Named Insured

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

Producer

NORTHEAST NEBRASKA INSURANCE
AGENCY INC
PO BOX 100
WAYNE, NE 68787-0100

Agent Number: AB7022 Agency Bill
Agent Phone: 402-375-2696

Policy Period: 12/09/15 to 12/09/16

Dividend Period: 12/09/15 to 12/09/16

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

Paid Losses	\$3,579.10
Open Reserves	0.00
Total Incurred Losses	<u>\$3,579.10</u>
Premium to Determine Loss Ratio	\$52,114.00
Loss Ratio	6.87%
Total Premium Subject to Dividend	\$52,114.00
10% Sliding Scale Dividend	\$5,211.00

Mailed check 985192 to Agent.

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

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,

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.)	
		or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. <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

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.)	
		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>
		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: ➤ 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>

Board - June 2017

Account	Description	Published Budget	Monthly Expenditures	Total Expenditures	Balance (Pub)	Percent Remaining
01-1100	Instruction	5,358,360.00	416,802.25	4,161,494.92	1,196,865.08	22.34
01-1200	Special Education	1,491,075.00	76,542.69	1,127,192.28	363,882.72	24.40
01-2100	Support Services -	481,108.00	30,104.54	326,259.59	154,848.41	32.19
01-2200	Support	537,236.00	97,985.76	365,470.47	171,765.53	31.97
01-2300	General Administration	343,060.00	26,108.69	258,063.66	84,996.34	24.78
01-2400	School Administration	658,892.00	49,355.03	493,036.68	165,855.32	25.17
01-2500	Business Support	527,786.00	21,340.19	427,875.15	99,910.85	18.93
01-2600	Buildings And Grounds	982,750.00	102,074.92	812,597.11	170,152.89	17.31
01-2700	Pupil Transportation	394,610.00	3,661.23	336,533.59	58,076.41	14.72
01-3500	Grants - HAL, PreK, Mini	5,500.00	2,884.04	95,082.44	-89,582.44	-1,628.77
01-4000	Federal Programs	388,516.00	14,629.47	187,584.01	200,931.99	51.72
01-6000	Summer School	20,000.00	214.31	324.31	19,675.69	98.38
01-8000	Transfers	170,000.00	0.00	0.00	170,000.00	100.00
		<u>11,358,893.00</u>	<u>841,703.12</u>	<u>8,591,514.21</u>	<u>2,767,378.79</u>	<u>24.36</u>