

**Wayne Community Schools
Board of Education Regular Meeting Minutes
August 14, 2017**

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, August 14, 2017 at 7:00 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: Absent
Dr. Jeryl Nelson: Present

I. Call the Meeting to Order

The meeting was called to order at 7:00 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 online: www.wayneschools.org

I.c. Action on Absence and Roll Call

A motion to excuse Board Member, Jaime Manz, as excused. This motion, made by Mrs. Wendy Consoli and seconded by Mr. Scott Hammer, passed.

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

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. This motion, made by Dr. Jeryl Nelson and seconded by Mrs. Wendy Consoli, passed.

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

I.e. Consent Agenda

Motion to approve consent agenda, as presented. This motion, made by Dr. Jeryl Nelson and seconded by Mr. Scott Hammer, passed.

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

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

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

I.f. Personnel

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

Mrs. Jaime Manz entered the Board Meeting at 7:16 p.m.

II.a. Introduction of New Staff

The new teachers and administrator introduced themselves to the Board. The Board welcomed them and wished them a successful year.

III. Action Items

III.a. Old Business

III.a.I. Second Reading of Policies 7000 - 9000

III.a.I.1. Policy 7000 Series

Motion to adopt the Board policy series 7000, 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. This motion, made by Mr. Scott Hammer and seconded by Mrs. Wendy Consoli, passed.

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 second reading of policy series 7000. This policy series covers construction and contracts.

III.a.I.2. Policy 8000 Series

Motion to adopt the Board policy series 8000, 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. This motion, made by Dr. Jeryl Nelson and seconded by Mrs. Jaime Manz, passed.

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 second reading of policy series 8000. This policy series covers Board policies.

III.a.I.3. Policy 9000 Series

Motion to adopt the Board policy series 9000, 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. This motion, made by Mr. Scott Hammer and seconded by Mrs. Wendy Consoli, passed.

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 second reading of policy series 9000. This policy series covers the Bylaws of the Board. Mr. Lenihan thanked Mr. Eric Knutson for looking over this series and giving his input.

III.a.II. Revision of Selected Board Policies

Motion to approve the revision of selected board policies, as presented. This motion, made by Mr. Scott Hammer and seconded by Mrs. Jaime Manz, passed.

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 discussed and approved the changes made to Policy 3070 - Summer School Fees, Policy 3570 - ESSA, Policy 4004 - Duty Hours, Policy 4171 - Early Leave Incentive Program, Policy 4200 - Qualifications of Non-Certificated Employees, Policy 4201 - At Will Employees, Policy 9330 - Parliamentary Procedure.

III.a.III. Second Reading on Updated Board Policies Based on New Legislation

Motion to approve the second reading of policies 3131, 5001, 5004, 5202, 5413, 5418, and 6800, as presented. This motion, made by Dr. Jeryl Nelson and seconded by Mrs. Wendy Consoli, passed.

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

These policy updates are due to legislation. The Homeless Hearing (Policy 5418) will be at the September Board Meeting.

III.a.IV. Second Reading of 2017-2018 Teacher Handbook

Motion to approve the second reading of the 2017-2018 Teacher Handbook, as presented. This motion, made by Mrs. Wendy Consoli and seconded by Mr. Scott Hammer, passed.

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 second reading of the 2017-2018 Teacher Handbook.

III.a.V. Second Reading of Non-Certificated Staff Handbook

Motion to approve the Second Reading of Non-Certificated Staff Handbook. This motion, made by Mr. Scott Hammer and seconded by Mr. Lynn Junck, passed.

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 second reading of the Non-Certificated Staff Handbook.

III.b. New Business

III.b.I. School Bus Purchase

Motion to approve the purchase of a 2014 Chevy Collins 12+2 passenger bus from Mid-States School Bus Company for \$39,995. This motion, made by Mr. Scott Hammer and seconded by Dr. Jeryl Nelson, passed.

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 purchase of a 2014 Chevy Collins 12 + 2 passenger bus. This purchase was made from Mid-States School Bus Company. Mrs. Bear told the Board of the need for this kind of bus due to the number of transportation students the District has.

III.b.II. Printing/Copying Contract

Motion to provide authority for the Superintendent to research details to determine the company selection for the 2018-2019 printing/copying contract. This motion, made by Dr. Carolyn Linster and seconded by Dr. Jeryl Nelson, passed.

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 to give Mr. Lenihan authority to look into different printing/copying companies for the 2018-2019 school year.

III.b.III. 2017-2018 Mid States School Bus Addendum

Motion to approve the 2017-2018 Mid-State School Bus Contract Addendum. This motion, made by Mr. Lynn Junck and seconded by Mr. Scott Hammer, passed.

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

This is an annual addendum from Mid-State School Bus. This lays out the cost of the bus routes and activities transportation. Mr. Lenihan showed the Board the comparisons from last year's addendum.

III.b.IV. Early Learning Center Lease

Motion to provide authority for the Superintendent to finalize details of and execute all necessary documents for a six year lease effective June 1, 2018 with Sunnyview Place LLC of Wayne. This motion, made by Mr. Scott Hammer and seconded by Mrs. Wendy Consoli, passed.

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 met with Mr. Vakoc and discussed a long-term lease for the Early Learning Center building. The lease will run for six years.

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. Superintendent Goals for 2017-18

Mr. Lenihan discussed his goals for the upcoming year. They are based off of the Board of Education goals.

IV.a.II. High School Principal

Mr. Hanson gave the Board a copy of the student planner. He noted that Sydney Biggerstaff and Abigail Ankeny designed the cover.

IV.a.III. Special Education Director

Mrs. Bear's report stated there is a waiting list for the Early Learning Center's 4 year-old class.

IV.a.IV. Elementary Principal

Mr. Plager said that over 300 families were at the Elementary Open House.

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

Mr. Dolliver's report mentioned the Fall Sports Tailgate, Friday, August 18, 2017, at 7:00 at the High School.

IV.b. Board Committees

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

Dr. McLaughlin told the Board about Drive 4 UR School. This is a Foundation Fundraiser being sponsored by Arnie's Ford. The Gift-A-Thon week will begin August 20. Blitz Night will be August 23 starting at 5:00 p.m.

IV.b.I.1. Drive 4 UR School

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

During the Curriculum and Americanism meeting, it was suggested to have Mr. Johnson present to the Board how he teaches his Government class with no text book.

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

Until the construction is finished, alternate locations have been designated for tornado drills. Mr. Lenihan discussed the timeline for usable rooms in the construction area. He is meeting weekly with the architect. He discussed future upgrades to the theater and public restrooms in the High School. Stadium lights at the track was discussed, mentioning that the Foundation will cover the cost.

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

All of the policies have now been revised and are ready for Perry approval. They will send the school five copies of the policy book when it is finished. Thank you to the committee for the work that has been put into this.

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

Mr. Lenihan will be meeting with the Nebraska Department of Education on August 24 with the budget. August 28, 2017, will be the Claims Meeting to finalize the bills for the fiscal year.

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

No report.

V. Boardsmanship

V.a. 2017 Area Membership Meeting - September 20, 2017, Norfolk, NE

V.b. State Education Conference - November 15-17, 2017 - La Vista, NE

VI. Future Agenda Items

ACT results, Early Learning Center Lease, Claims Meeting on August 28, 2017, Enrollment Report, Budget and Tax Request Hearing, Principal Evaluation process, NASB Labor Relations meeting, Policy 5418 - Homeless Hearing

VII. Executive Session (If Needed)

VIII. Action Taken from Executive Session (If Needed)

IX. Adjournment

Motion to Adjourn Meeting. This motion, made by Mrs. Wendy Consoli and seconded by Mr. Lynn Junck, passed.

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 meeting was adjourned at 8:40 p.m. A Special Meeting will be Monday, August 28, 2017, at 5:00 p.m., in the Jr/Sr High School Library, Room 407, to finalize claims for the fiscal year. The next regular Board Meeting will be Monday, September 11, 2017, at 5:00 p.m., in the Jr/Sr High School Library.

Deb Daum, Secretary

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

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

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

I.f. Personnel

Discussion:

Mr. Lenihan told the Board that there is a need for three new paras for the District. This is due to paras leaving.

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

Discussion:

This action was moved to New Business.

III.b. Policy 6400 - Parental Involvement

Discussion:

This is an annual review of Policy 6400 - Parental Involvement.

III.c. Policy 5415 - Anti-Bullying

Discussion:

This is an annual review of Policy 5415 - Anti-Bullying.

III.d. Policy 5416 - Student Fees

Discussion:

This is an annual review of Policy 5416 - Student Fees.

III.e. Policy 5418 - Homeless

Discussion:

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 Passed: 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. 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:

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

Motion Passed: Motion to approve the annual update to Policy 2101 - Acknowledgement of Superintendent of the District, 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:

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

IV.b.II.3. Policy 9000 Series

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

IV.b.IV. Administrative Regulation 5501

Motion Passed: Motion to receive the changes to Administrative Regulation 5501, 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:

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

IV.b.V. Accept Purchase of Band Truck

Motion Passed: 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. 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:

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 Passed: 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. 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 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 Passed: 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. 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 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 Passed: 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. Motion passed 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 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 Passed: 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. 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 first reading of the 2017-2018 Non-Certificated Staff handbook.

IV.b.X. 2017-2018 NRCSA Membership

Motion Passed: 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. 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 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

Discussion:

Mr. Lenihan presented the letter from the Nebraska Department of Education stating that Wayne Community Schools is accredited for the 2017-2018 school year.

V.a.I.2. EMC Insurance Dividend

Discussion:

Based on the reduced amount of Workman's Compensation, Wayne Community Schools was given a \$5200 dividend from EMC Insurance.

V.a.I.3. Project update

Discussion:

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

Discussion:

Mr. Lenihan showed the Board the Checklist of School District Special Education Policies, Procedures, and Practices. This is an annual 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

Discussion:

The Board thanked Dr. Lindsay McLaughlin and the Foundation Board for all of their work on the Chicken Days festivities. Dr. McLaughlin stated there were 21 teams at the Cluck Cluck Golf Scramble and over 200 participants at the All Class Reunion. Dr. McLaughlin stated the Foundation is planning a breakfast for those involved with agriculture to introduce Ms. Toni Rasmussen as the Ag Education/FFA instructor.

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

Discussion:

No report.

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

Discussion:

This report was given at the Project Update.

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

Discussion:

No report.

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

Discussion:

No report.

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

Discussion:

No report.

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

Discussion:

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, Revision of Policy 4004, 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 Passed: Motion to Adjourn Meeting passed with a motion by Mr. Lynn Junck and a second by Mrs. Jaime Manz. Motion carried with six yes votes.

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 6:36 p.m. The Board Retreat will be Thursday, July 13, 2017, at 5:00 p.m., at the Early Learning Center. The next regular Board Meeting will be Monday, August 14, 2017, at 7:00 p.m., after the Open House.

Deb Daum, Secretary

**Wayne Community Schools
Board of Education Retreat Minutes
July 13, 2017**

The regular meeting of the Wayne Board of Education was held at the Early Learning Center, 803 Providence Road, Wayne, Nebraska, on Monday, July 13, 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/Dinner

Discussion:

The Retreat 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 online: www.wayneschools.org

I.c. Action on Absence and Roll Call

I.d. Approval of Agenda

Motion Passed: Motion to approve agenda, 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

II. Work Session

II.a. Board Goal 1 - Student Achievement Discussion

Discussion:

The Board discussed the importance of providing a safe and inclusive environment for all students and staff and considering several new staff and students. The Board also discussed the importance of challenging students academically and maintaining a balance with extra-curricular activities.

II.b. Board Goal 2 - Facilities and Finance Discussion

Discussion:

Discussions occurred regarding the continuation of the lease for the Early Learning Center, which expires at the end of the 2017-2018 school year. Budget expenditure numbers and projected revenue for the 2017-2018 budget, along with a budget timeline, was presented to the Board.

II.c. Board Goal 3 - Communication Discussion

Discussion:

The Board provided preliminary input on Superintendent Goals for 2017-2018.

III. 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 Retreat was adjourned at 7:34 p.m. The next regular Board Meeting will be Monday, August 14, 2017, at 7:00 p.m., in the Jr/Sr High School Library, following the Open House.

Deb Daum, Secretary

ALL Data

Checks for Payment Listing

Arranged by:
Check Number

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
02 - LUNCH FUND					
	00004284	07/12/2017	Major Refrigeration Co., Inc.	service on single door cooler (labor/mileage)	191.00
	00004284	07/12/2017	Major Refrigeration Co., Inc.	service on single door cooler (motor)	45.50
02 - LUNCH FUND Totals:					236.50
Report Total:					236.50

ALL Data

Consolidated Check Listing

Arranged by:
Check Number

Direct Dep.	Check	Check Date	Payable To	Amount
02 - LUNCH FUND				
	00004284	07/12/2017	Major Refrigeration Co., Inc.	236.50
02 - LUNCH FUND Totals:				<u>236.50</u>
Report Total:				<u>236.50</u>

Check Summary Report

Date: 07/01/2017 thru 07/31/2017

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
17-11285	O	07/03/2017	HEALY AWARDS INC.	<i>Athletic</i>	RECORD BOARD UPDATE	258.88
17-11286	O	07/03/2017	NEBRASKA COACHES	"	2017-18 <i>membership/clinic</i>	1,490.00
17-11287	O	07/03/2017	PRO SHOP-WAYNE COUNTRY	"	GOLF SUPPLIES/GOLF <i>invite req</i>	1,002.48
17-11288	O	07/03/2017	MARK EVETOVICH	<i>GB</i>	OFFICIATING	75.00
17-11289	O	07/03/2017	MATT LEY	<i>GB</i>	OFFICIATING	75.00
17-11290	O	07/03/2017	QUALITY FOOD CENTER	<i>Staff Support</i>	SUPPLY	3.98
17-11291	O	07/11/2017	WAYNE COMMUNITY	<i>Schools Senior Foundation</i>	CLASS OF 2017 DONATION	2,151.66
17-11292	O	07/11/2017	MID STATES SCHOOL BUS	<i>VB</i>	VB TRIP, 6/12/17	124.68
17-11293	O	07/11/2017	BAND SHOPPE	<i>Band</i>	DRUM MAJOR SHOES	39.90
17-11294	O	07/11/2017	FARNER COMPANY	<i>Grades</i>	COFFEE	101.54
17-11295	O	07/11/2017	CARHART LUMBER	<i>Art Club</i>	SUPPLIES	129.13
17-11296	O	07/11/2017	U. S. BANK	<i>Athl./Choir & Cong.</i>	CREDIT CARD PURCHASE	1,241.25
17-11297	O	07/11/2017	LINPEPCO - SIOUXLAND	<i>St. Council</i>	BEVERAGES	133.00
17-11298	O	07/11/2017	PYRAMID SCHOOL	<i>Musical</i>	COOP ORDER/BATTERIES	87.84
17-11299	O	07/11/2017	CUSTOM SPORTS	<i>BB/GB</i>	PRACTICE JERSEYS	528.00
17-11300	O	07/11/2017	S.D. 17 GENERAL FUND	<i>Student Fee</i>	DRIVERS ED FEES	12,250.00
17-11301	O	07/12/2017	WAYNE-CARROLL MUSIC	<i>Concessions</i>	CONCESSIONS <i>Distribution</i>	500.00
17-11302	O	07/12/2017	WAYNE TEAMMATES	"	CONCESSIONS "	1,350.00
17-11303	O	07/12/2017	WAYNE COMMUNITY	"	CONCESSIONS "	500.00
17-11304	O	07/12/2017	STADIUM SPORTS	<i>Schools Foundation FB/TK/Boy Golf/WR/VB</i>	<i>apparel, travel bag</i>	1,234.00
17-11305	O	07/12/2017	STADIUM SPORTS	<i>Athletic</i>	BAL. DUE ON WT. ROOM <i>t-shirts</i>	266.00
17-11306	O	07/12/2017	PAYK12	"	SPORTS PASSES	540.00

Report Total: **24,082.34**

→ U.S. Bank/credit card
 Athletic - radar gun for baseball 1114.08
 (Boosters have already reimbursed school for this.) 7/26/2017
 Choir - microphone w/wind screen 117.19
 Athletic Strength & Conditioning - barbell clamps 9.98

Checks for Payment Listing

Direct Dep.	Check	Check Date	Payable To	Description	Amount
01 - GENERAL FUND					
	00016912	08/08/2017	Blackboard Inc.	subscription for connect servi	880.90
	00016912	08/08/2017	Blackboard Inc.	subscription for connect servi	75.00
	00016912	08/08/2017	Blackboard Inc.	subscription for connect servi	521.40
	00016912	08/08/2017	Blackboard Inc.	subscription for connect servi	260.70
	00016913	08/08/2017	Blick Art Materials	HS t. supply	68.50
	00016914	08/08/2017	Bluffs Sanitary Supply	coop order/supplies	24.40
	00016914	08/08/2017	Bluffs Sanitary Supply	coop order/supplies	17.04
	00016914	08/08/2017	Bluffs Sanitary Supply	coop order/supplies	8.52
	00016915	08/08/2017	Bomgaars	Prek, Grounds, Buildg	286.22
	00016915	08/08/2017	Bomgaars	Prek, Grounds, Buildg	39.71
	00016915	08/08/2017	Bomgaars	Prek, Grounds, Buildg	53.96
	00016916	08/08/2017	Builder's Resource	maint supplies	39.14
	00016917	08/08/2017	Chemsearch	EL Water treatment cont	982.90
	00016918	08/08/2017	Classroom Library Company	ES t. supply	691.40
	00016919	08/08/2017	Constellation NewEnergy Gas Div., LLC	utilities	182.75
	00016919	08/08/2017	Constellation NewEnergy Gas Div., LLC	utilities	102.26
	00016920	08/08/2017	Curtis& Coleen Jeffries (Copy Write	Name plates, Tech Shipping	37.72
	00016920	08/08/2017	Curtis& Coleen Jeffries (Copy Write	Name plates, Tech Shipping	54.01
	00016921	08/08/2017	Decker Equipment	Corkboard for EL (2)	520.25
	00016921	08/08/2017	Decker Equipment	parking signs, posts/grounds	899.42
	00016922	08/08/2017	Demco, Inc.	ES libr. supply	252.79
	00016923	08/08/2017	Eakes Office Solutions	chair/JH princ.	650.00
	00016924	08/08/2017	EBSCO	HS periodicals	391.25
	00016925	08/08/2017	Flinn Scientific, Inc.	JH science lab supply	482.04
	00016925	08/08/2017	Flinn Scientific, Inc.	HS science lab supply	275.17
	00016925	08/08/2017	Flinn Scientific, Inc.	HS science lab supply	693.40
	00016926	08/08/2017	Follett School Solutions, Inc.	Destiny Library Software	1,257.75
	00016926	08/08/2017	Follett School Solutions, Inc.	ES textbooks for St. Mary's	718.60
	00016926	08/08/2017	Follett School Solutions, Inc.	Destiny Library Software	686.04
	00016926	08/08/2017	Follett School Solutions, Inc.	Destiny Library Software	343.02
	00016927	08/08/2017	Hauff Mid-America Sports Inc.	VB carts/athl. equip.	484.50
	00016927	08/08/2017	Hauff Mid-America Sports Inc.	HS athl. equip.	140.50
	00016927	08/08/2017	Hauff Mid-America Sports Inc.	VB carts/athl. equip. VB	210.00
	00016927	08/08/2017	Hauff Mid-America Sports Inc.	VB carts/athl. equip. VB	484.50
	00016927	08/08/2017	Hauff Mid-America Sports Inc.	VB carts/athl. equip. VB	210.00
	00016928	08/08/2017	Helena Chemical Co.	weed control/grounds	127.50
	00016929	08/08/2017	HumanWare USA Inc.	Brailenote service contract	749.00
	00016930	08/08/2017	Impact Applications Inc.	subscription baseline tests (c <i>Conclusion</i>)	327.50
	00016930	08/08/2017	Impact Applications Inc.	subscription baseline tests (c <i>Conclusion</i>)	327.50
	00016931	08/08/2017	J. P. Cooke Co.	notary stamp/office supply	34.61
	00016932	08/08/2017	Jumbo Jack's Student Planners	7/8 HS Student Planners	1,152.00
	00016932	08/08/2017	Jumbo Jack's Student Planners	7/8 HS Student Planners	575.00
	00016933	08/08/2017	Laurel True Value & Rental Center	rented equip	163.00
	00016934	08/08/2017	Mackin Educational Resources	ES libr. books	615.86
	00016935	08/08/2017	McGraw-Hill School Education Holdings,	ES reading textbooks	8,172.93
	00016936	08/08/2017	Mobile Mini	rent 2 containers	150.00
	00016936	08/08/2017	Mobile Mini	rent 2 containers	150.00
	00016937	08/08/2017	Music In Motion	ES t. supply	12.95
	00016938	08/08/2017	Nebr. Assoc. Of School Boards	workshop fees/membership dues	100.00

Checks for Payment Listing

Direct Dep.	Check	Check Date	Payable To	Description	Amount
	00016938	08/08/2017	Nebr. Assoc. Of School Boards	workshop fees/membership dues	25.00
	00016938	08/08/2017	Nebr. Assoc. Of School Boards	workshop fees/membership dues	25.00
	00016938	08/08/2017	Nebr. Assoc. Of School Boards	workshop fees/membership dues	25.00
	00016939	08/08/2017	Nebraska Council Of School	Adm. Days reg./meals	30.00
	00016939	08/08/2017	Nebraska Council Of School	Adm. Days reg./meals	390.00
	00016939	08/08/2017	Nebraska Council Of School	Adm. Days reg./meals	30.00
	00016939	08/08/2017	Nebraska Council Of School	Adm. Days reg./meals	195.00
	00016939	08/08/2017	Nebraska Council Of School	Adm. Days reg./meals	195.00
	00016939	08/08/2017	Nebraska Council Of School	Adm. Days reg./meals	195.00
	00016939	08/08/2017	Nebraska Council Of School	Adm. Days reg./meals	20.00
	00016939	08/08/2017	Nebraska Council Of School	Adm. Days reg./meals	30.00
	00016939	08/08/2017	Nebraska Council Of School	Adm. Days reg./meals	195.00
	00016939	08/08/2017	Nebraska Council Of School	Adm. Days reg./meals	30.00
	00016939	08/08/2017	Nebraska Council Of School	Adm. Days reg./meals	30.00
	00016940	08/08/2017	Neff Company	staff recognition certificates	161.10
	00016941	08/08/2017	Norfolk Daily News	subscription	135.00
	00016942	08/08/2017	Nebraska Rural Community Schools	2017-18 membership dues	850.00
	00016943	08/08/2017	One Office Solution	postage meter supplies	117.98
	00016944	08/08/2017	Pac 'n' Save	Cust Supp.H2o	2.67
	00016944	08/08/2017	Pac 'n' Save	Cust Supp.H2o	7.50
	00016945	08/08/2017	Paper 101	paper order	1,184.00
	00016945	08/08/2017	Paper 101	paper order	111.00
	00016945	08/08/2017	Paper 101	paper order	407.00
	00016945	08/08/2017	Paper 101	paper order	1,812.50
	00016945	08/08/2017	Paper 101	paper order	3,321.45
	00016945	08/08/2017	Paper 101	paper order	905.99
	00016945	08/08/2017	Paper 101	paper order	138.00
	00016946	08/08/2017	PowerSchool Group, LLC	service agreement	1,241.00
	00016946	08/08/2017	PowerSchool Group, LLC	service agreement	100.00
	00016946	08/08/2017	PowerSchool Group, LLC	service agreement	2,175.84
	00016946	08/08/2017	PowerSchool Group, LLC	service agreement	620.00
	00016947	08/08/2017	Really Good Stuff, LLC	preschool supply	295.74
	00016948	08/08/2017	Region III NSASSP	Prin Dues (3)	20.00
	00016948	08/08/2017	Region III NSASSP	Prin Dues (3)	20.00
	00016948	08/08/2017	Region III NSASSP	Prin Dues (3)	20.00
	00016949	08/08/2017	Susan Holdstedt (DBA S&H Tax Service)	125 Fee	144.90
	00016950	08/08/2017	School Specialty/Classroom Direct	preschool supply	278.59
	00016951	08/08/2017	Scholastic Inc.	HS t. supply	156.59
	00016951	08/08/2017	Scholastic Inc.	ES t. supply	1,596.13
	00016951	08/08/2017	Scholastic Inc.	JH t. supply	98.89
	00016951	08/08/2017	Scholastic Inc.	JH t. supply	233.48
	00016952	08/08/2017	School Mate	student planners/ES t. supply	384.75
	00016952	08/08/2017	School Mate	student planners/ES t. supply	182.90
	00016952	08/08/2017	School Mate	student planners/ES t. supply	129.00
	00016953	08/08/2017	School Specialty Inc.	ES t. supply	160.48
	00016954	08/08/2017	Soden's Striping Service	HS	1,345.13
	00016954	08/08/2017	Soden's Striping Service	Elementary	260.95
	00016955	08/08/2017	Sterling Computers Corporation	transformer for server/techn.	50.00
	00016955	08/08/2017	Sterling Computers Corporation	transformer for server/techn.	141.40

Checks for Payment Listing

Direct					
Dep.	Check	Check Date	Payable To	Description	Amount
	00016955	08/08/2017	Sterling Computers Corporation	technology supplies	197.90
	00016955	08/08/2017	Sterling Computers Corporation	technology supply <i>for Chrombooks</i>	469.57
	00016955	08/08/2017	Sterling Computers Corporation	projector mounts for ES	1,592.75
	00016955	08/08/2017	Sterling Computers Corporation	transformer for server/techn.	75.75
	00016955	08/08/2017	Sterling Computers Corporation	transformer for server/techn.	237.85
	00016956	08/08/2017	Supreme School Supply Co.	JH princ. office supply	16.45
	00016957	08/08/2017	TAESE/USU	Tri-State Law Conf./Bear, Hig	420.00
	00016958	08/08/2017	U.S. Bank	<u>Prek, T.Supply, Ind Techn Cul</u>	440.74
	00016958	08/08/2017	U.S. Bank	<u>Prek, T.Supply, Ind Techn Cul</u> <i>Domain Renewal</i>	30.16
	00016958	08/08/2017	U.S. Bank	<u>Prek, T.Supply, Ind Techn Cul</u> <i>HS</i>	160.00
	00016958	08/08/2017	U.S. Bank	<u>Prek, T.Supply, Ind Techn Cul</u>	1,088.55
	00016958	08/08/2017	U.S. Bank	<u>Prek, T.Supply, Ind Techn Cul</u>	675.48
	00016958	08/08/2017	U.S. Bank	<u>Prek, T.Supply, Ind Techn Cul</u> <i>Media Class</i>	1,571.99
	00016958	08/08/2017	U.S. Bank	<u>Prek, T.Supply, Ind Techn Cul</u> <i>HS</i>	278.60
	00016958	08/08/2017	U.S. Bank	<u>Prek, T.Supply, Ind Techn Cul</u> <i>HS Cul Skills</i>	6.18
	00016958	08/08/2017	U.S. Bank	<u>Prek, T.Supply, Ind Techn Cul</u> <i>HS Books</i>	192.10
	00016958	08/08/2017	U.S. Bank	<u>Prek, T.Supply, Ind Techn Cul</u>	157.92
	00016958	08/08/2017	U.S. Bank	<u>Prek, T.Supply, Ind Techn Cul</u>	237.77
	00016959	08/08/2017	Virco Inc.	chairs, desks/ES furniture	2,678.15
	00016959	08/08/2017	Virco Inc.	tables, chairs/JH furniture	1,751.98
	00016959	08/08/2017	Virco Inc.	desks, chairs/HS furniture	3,271.08
	00016960	08/08/2017	Wayne Herald	Legal, <u>Staff, Supply, Help Wan</u>	680.00
	00016960	08/08/2017	Wayne Herald	Legal, <u>Staff, Supply, Help Wan</u>	293.01
	00016960	08/08/2017	Wayne Herald	Legal, <u>Staff, Supply, Help Wan</u>	680.00
	00016960	08/08/2017	Wayne Herald	Legal, <u>Staff, Supply, Help Wan</u>	272.00
	00016960	08/08/2017	Wayne Herald	Legal, <u>Staff, Supply, Help Wan</u> <i>Family Ad</i>	70.00
	00016960	08/08/2017	Wayne Herald	Legal, <u>Staff, Supply, Help Wan</u> <i>web Ad</i>	100.00
01 - GENERAL FUND Totals:					63,584.55
Report Total:					63,584.55

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
01 - GENERAL FUND					
	00016883	08/04/2017	Alpha Rehabilitation, P.C.	July Serv	95.27
	00016883	08/04/2017	Alpha Rehabilitation, P.C.	July Serv	85.68
	00016884	08/04/2017	American Broadband CLEC	Prek ph intern cable, K-12 pho	252.31
	00016884	08/04/2017	American Broadband CLEC	Prek ph intern cable, K-12 pho	524.01
	00016885	08/04/2017	Black Hills Energy	utilities	63.57
	00016885	08/04/2017	Black Hills Energy	utilities	90.64
	00016886	08/04/2017	Bullseye Fire Sprinkler, Inc.	Check backflow @ HS	254.16
	00016887	08/04/2017	Carhart Lumber Company	paint hs room	55.97
	00016888	08/04/2017	Carlson West Povondra Architects	75% Const Comp, 96% Proj comp	5,909.06
	00016889	08/04/2017	City Of Wayne	utilities	838.12
	00016889	08/04/2017	City Of Wayne	utilities	6,436.46
	00016889	08/04/2017	City Of Wayne	utilities	2,107.59
	00016889	08/04/2017	City Of Wayne	utilities	9,608.26
	00016889	08/04/2017	City Of Wayne	utilities	296.24
	00016890	08/04/2017	Dennis Dolliver	Moving expenses	1,762.01
	00016891	08/04/2017	Egan Supply Co.	Cleaning supplies	612.95
	00016892	08/04/2017	ESU #2	Hoffman, Dorcey, Stewart Reg	450.00
	00016893	08/04/2017	Gerhold Concrete Co., Inc.	HS Concrete	447.50
	00016893	08/04/2017	Gerhold Concrete Co., Inc.	HS lots	380.38
	00016894	08/04/2017	Gill Hauling, Inc.	Addl rollof container	243.37
	00016894	08/04/2017	Gill Hauling, Inc.	Sanitation	535.00
	00016895	08/04/2017	Grossenburg Implement, Inc.	oil filter	9.81
	00016896	08/04/2017	HRdirect	poster guard - 2 buildings	149.98
	00016897	08/04/2017	Kathol Turf	EL Gorunds	98.70
	00016898	08/04/2017	Kenneth S. Hamsa	7/8 instrument repairs	1,168.00
	00016898	08/04/2017	Kenneth S. Hamsa	HS instrument repairs	620.00
	00016899	08/04/2017	La Quinta Inns and Suites - Kearney	Admin Days lodg (5 people) <i>Pleger 1/2 Hght</i>	625.50
	00016899	08/04/2017	La Quinta Inns and Suites - Kearney	M.Hanson admin Days Lodg	278.00
	00016899	08/04/2017	La Quinta Inns and Suites - Kearney	Admin Days lodg (5 people) <i>Dolliver</i>	139.00
	00016899	08/04/2017	La Quinta Inns and Suites - Kearney	Admin Days lodg (5 people) <i>Boer 1/2 Hght</i>	625.50
	00016899	08/04/2017	La Quinta Inns and Suites - Kearney	Admin Days lodg (5 people) <i>Supt</i>	417.00
	00016900	08/04/2017	Lutt Oil	Prin, Supt, Ath, Sped, Grouds <i>ATH</i>	261.78
	00016900	08/04/2017	Lutt Oil	Prin, Supt, Ath, Sped, Grouds	111.63
	00016900	08/04/2017	Lutt Oil	Prin, Supt, Ath, Sped, Grouds	115.57
	00016900	08/04/2017	Lutt Oil	Prin, Supt, Ath, Sped, Grouds	16.00
	00016900	08/04/2017	Lutt Oil	Prin, Supt, Ath, Sped, Grouds <i>Grounds</i>	162.41
	00016901	08/04/2017	Marco Technologies LLC	EL copier supplies	93.63
	00016902	08/04/2017	Marco, Inc.	copier printer lease pmt	3,154.68
	00016903	08/04/2017	Melody Hill	mileage to columbus	83.46
	00016904	08/04/2017	Mosaic @ Bethphage Village	June services	3,913.67
	00016905	08/04/2017	One Source	background checks	15.00
	00016906	08/04/2017	Perry, Guthery, Haase &	Student Discipline Questions	1,200.00
	00016906	08/04/2017	Perry, Guthery, Haase &	Legal bootcamp reg	200.00
	00016906	08/04/2017	Perry, Guthery, Haase &	lease questions	150.00
	00016907	08/04/2017	Pieper & Knutson	Liability, land transfer	715.00
	00016908	08/04/2017	Plunkett's Pest Control	Pest control	217.01
	00016909	08/04/2017	S.D. 17 Petty Cash Account	Music Therapy	630.00
	00016909	08/04/2017	S.D. 17 Petty Cash Account	utilities - Cons Energy	128.17
	00016909	08/04/2017	S.D. 17 Petty Cash Account	Frieders Reg	40.00

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
	00016909	08/04/2017	S.D. 17 Petty Cash Account	utilities - Cons Energy	149.66
	00016909	08/04/2017	S.D. 17 Petty Cash Account	July Flex Fee	144.90
	00016910	08/04/2017	TownePlace Suites Omaha West	state Wrest (6 rooms)	1,188.00
	00016910	08/04/2017	TownePlace Suites Omaha West	state Track lodg (8 rooms)	2,180.00
	00016911	08/04/2017	Verizon Wireless	mant phone	32.41
	000EFT83	08/04/2017	State Nebraska Bank and Trust Co.	Bank Fees	97.76
01 - GENERAL FUND Totals:					50,180.78
Report Total:					50,180.78

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
01 - GENERAL FUND					
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	7.65
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	36.29
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	138.10
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	20.50
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	131.15
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	102.48
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	48.22
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	38.08
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	66.17
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	3.15
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	16.44
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	85.08
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	21.87
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	5.60
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	2,002.59
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	34.00
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	10.93
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	410.12
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	712.72
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	762.80
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	102.88
	00016961	08/11/2017	Brown & Saenger Inc.	coop order/supplies	210.22
	00016962	08/11/2017	Computers Etc.	coop order/supplies	6.17
	00016962	08/11/2017	Computers Etc.	coop order/supplies	14.53
	00016962	08/11/2017	Computers Etc.	coop order/supplies	37.02
	00016962	08/11/2017	Computers Etc.	coop order/supplies	14.53
	00016962	08/11/2017	Computers Etc.	coop order/supplies	21.46
	00016962	08/11/2017	Computers Etc.	coop order/supplies	46.72
	00016963	08/11/2017	ESU #1	D. Learn Line -Fee & Membershi	6,319.16
	00016964	08/11/2017	Hatch	preschool supplies	1,012.35
	00016964	08/11/2017	Hatch	preschool supplies	36.80
	00016965	08/11/2017	Kaplan Early Learning Company	preschool supplies	677.62
	00016965	08/11/2017	Kaplan Early Learning Company	preschool supplies	2,579.06
	00016966	08/11/2017	KidStart Supply	preschool supplies	294.69
	00016967	08/11/2017	Mackin Educational Resources	ES libr. books	542.09
	00016968	08/11/2017	Medco Supply, Inc.	athl. training room supplies	242.27
	00016968	08/11/2017	Medco Supply, Inc.	athl. training room supplies	484.53
	00016969	08/11/2017	Sterling Computers Corporation	privacy filter screens/techn.	549.90
	00016970	08/11/2017	Teaching Strategies, LLC	assessment service/Flex fundin	1,752.00
	00016971	08/11/2017	U.S. Toy Co./Constructive Playthings	preschool supplies	518.89
01 - GENERAL FUND Totals:					20,116.83
Report Total:					20,116.83

Building Fund Expenditures for August, 2017:

1891	5,123.25	Bok Financial Interest on Construction Note
1892	1,728.50	Certified Testing Services Test Concrete on Locker Rm Proj
	403,539.88	Tij Construction App # 4 Locker Room Proj

Total 410,391.63

Bond Fund Expenditures for August, 2017:

0.00

Qualified Capital Purpose Expenditures for August 2017:

-

Recycling Expenditures for August, 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

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: 1108 Void Check Journal				Posted: 07/11/2017	
01 - GENERAL FUND					
Bank Account :F - State Nebraska Bank- Gen					
00016831	07/05/2017	07/10/2017	SD17ACTF	S.D. 17 Activity Fund	
07/17	07/05/2017		07/05/2017	Transfer to Athletics	
	01-8000-752-2-00			Athletic-secondary	-10,000.00
7/17				transfer to lunch	
	01-8000-750-0-00			Lunch-gen Fd Supplement	-2,000.00
Check Total:					-12,000.00
01 - GENERAL FUND Totals:					-12,000.00
Report Total:					-12,000.00

ALL Data

Checks for Payment Listing

Arranged by:
Check Number

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
01 - GENERAL FUND					
	00016871	07/10/2017	S.D. 17 Activity Fund	transfer to athletics	10,000.00
	00016872	07/10/2017	S.D. 17 Lunch Fund	transfer to lunch fund	2,000.00
				01 - GENERAL FUND Totals:	12,000.00
				Report Total:	12,000.00

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
05 - Payroll Fund					
	00001310	07/18/2017	Aetna Insurance	July Insurance	2,262.24
	00001311	07/18/2017	Ameritas Life Insurance Co. (Dent)	July Dental	118.80
	00EFT560	07/18/2017	State of Nebraska	July WH	16,582.53
	00EFT561	07/18/2017	Internal Revenue Service	July EFTPS	116,224.73
	00EFT562	07/18/2017	Nebraska Retirement System	July Retirement	88,232.08
				05 - Payroll Fund Totals:	223,420.38
				Report Total:	223,420.38

Consolidated Check Listing

Direct Dep.	Check	Check Date	Payable To	Amount
01 - GENERAL FUND				
	00016873	07/12/2017	Aetna Insurance	99,420.36
	00016874	07/12/2017	Ameritas Life Insurance Co. (Dent)	6,417.12
	00016875	07/12/2017	Ameritas Life Insurance Corp. (Vision)	994.56
	00016876	07/12/2017	Credit Bureau Services	630.28
	00016877	07/12/2017	Payroll Account	87,425.16
	00016878	07/12/2017	Susan Holdstedt (DBA S&H Tax Service)	4,325.93
	00016879	07/12/2017	S.D. 17 Payroll Account	131,806.75
	00016880	07/12/2017	TSA Consulting Group, Inc	4,327.11
	00016881	07/12/2017	United Of Omaha	2,408.11
01 - GENERAL FUND Totals:				337,755.38
02 - LUNCH FUND				
	00004285	07/12/2017	Aetna Insurance	1,600.45
	00004286	07/12/2017	Ameritas Life Insurance Co. (Dent)	116.96
	00004287	07/12/2017	Payroll Account	806.92
	00004288	07/12/2017	Susan Holdstedt (DBA S&H Tax Service)	180.00
	00004289	07/12/2017	S.D. 17 Payroll Account	1,000.51
	00004290	07/12/2017	United Of Omaha	22.29
02 - LUNCH FUND Totals:				3,727.13
Report Total:				341,482.51

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
08 - PETTY CASH					
	00001161	07/31/2017	Susan Holdstedt (DBA S&H Tax Service)	July Flex Fee	144.90
	00001162	07/31/2017	Siouxland Music Therapy	Music Therapy	630.00
	00001163	07/31/2017	Constellation NewEnergy Gas Div., LLC	Utilities	277.83
	00001164	07/31/2017	UNL Admissions	E, Childh Conf reg	40.00
08 - PETTY CASH Totals:					1,092.73
Report Total:					1,092.73

Business Operations

Summer School Fees

Students who fail classes and are required to take summer school classes out of district shall be expected to pay their own tuition and travel expenses. If Wayne Community Schools provides summer school instruction, the tuition charges shall be based upon the actual costs incurred in operation and will not be intended to provide a financial profit for the district.

The District will reimburse tuition costs for summer school and/or on-line classes upon receipt of transcripts showing a passing grade. Travel costs will not be reimbursed.

Date of Adoption: June 12, 2017

Business OperationsESSA

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. Coordination of Services. Title I services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
 - (A) Whether the student's teacher—
 - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (iii) is teaching in the field of discipline of the certification of the teacher.
 - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
 - (A) the subject matter assessed;
 - (B) the purpose for which the assessment is designed and used;
 - (C) the source of the requirement for the assessment;
 - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
 - (E) the time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
 - (A) be involved in the education of their children; and
 - (B) be active participants in assisting their children to—
 - (i) attain English proficiency;

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

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

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.
15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS” published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

Legal Reference: ESSA

Date of Adoption: June 12, 2017

Personnel - All EmployeesDuty Hours of Employees

1. Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.
2. Teachers shall make arrangements to be available to students after school. Unless otherwise specified by the Superintendent or by negotiated agreement, members of the professional staff shall be on duty at 7:45 a.m. and until 4:00 p.m. at the end of the day to plan and to carry out their individual professional responsibilities as determined by the Superintendent and the building principals. Teachers shall be provided with a one half hour duty free lunch period.
3. All other staff shall be on duty as determined by the Superintendent.
4. No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.
5. Employees are required to fulfill duties that must be performed outside their regular days, such as but not limited to participation in parent-teacher conferences in the evenings, open house, etc.

Date of Adoption: August 14, 2017

Personnel - Certificated EmployeesEarly Leave Incentive Program

Full-time administrators, employed prior to September 1, 2003, including Superintendent, principal, special education director, and assistant principal, are entitled to participate in the same "Early Leave Incentive Program" which is available to the school district's certified teaching staff in the negotiated agreement. The Superintendent is directly responsible for insuring the administrators have a copy of the current plan, which is described in the most current teacher's negotiated agreement. All rights, privileges, rules and obligations of the teacher's "Early Leave Incentive Program" shall be applicable to participating administrators.

Personnel - Non-Certificated EmployeesQualifications of Non-Certificated Employees

Non-certificated employees shall meet the statutory license requirements and such other qualifications as may be determined by the Board and the Superintendent.

Vacation

Full-time (12 month) classified employees shall be entitled to paid vacation annually according to the following schedule:

Length of Employment	Days of Vacation
One school year	Five days
Two school years	Ten Days
Five school years	Fifteen days
Fifteen school years	Twenty days

Unused vacation days do not carry forward from one year to another. There shall be no pay in lieu of unused vacation days.

Sick Leave

Sick leave for classified staff who have a twelve-month contract are given 10 days per contract year, accumulative up to 55 days. Classified staff that have less than a twelve-month contract are given 5 sick days and 2 personal days per contract year, which are not accumulative.

Date of Adoption: June 12, 2017

Personnel - Non-Certificated Employees"At Will" Employees

All non-certificated employees and non-certificated assignments shall be employed on an "at will" basis. Non-certificated employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment.

Nothing in board policy, administrative regulations or practices, employee handbooks, or in any evaluation instrument or in the appraisal process or program for non-certificated employees shall be or is intended to create or be a contract or part of a contract with a non-certificated employee which shall in any way be construed to be contrary to the "at will" employment of non-certificated employees. No administrator or other employee of the school district has any authority to enter into any agreement of employment with a non-certificated employee for any specific period of time or to make any agreement contrary to an at-will employment relationship.

Suspension

The Superintendent shall have the authority to suspend any classified employee with or without pay for any violation of Administrative regulation, school board policy, State or Federal Statute or Rule, or for any other behavior or conduct deemed to be not in the best interests of the School District. A suspension may be made prior to, during, or following any investigation into the violations stated herein.

Date of Adoption: June 12, 2017

Bylaws of the Board - MeetingsParliamentary Procedure

The rules of parliamentary procedures as embodied in Robert's Rules of Order, latest edition, may guide the school Board in the conduct of Board meetings. Exceptions shall be made when the issue in question is covered by Board policies or bylaws, and as to minutes, adjournment and as otherwise required by statute. The President, or meeting chair, shall decide all questions of procedure and order, subject to an appeal to the Board, with the object that Board meetings be conducted with order, decency, and regularity and to accomplish the work of the school Board in the best possible manner.

Date of Adoption: August 14, 2017

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 \$50,000 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 \$50,000 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 \$50,000, 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: June 12, 2017

StudentsAdmission RequirementsMinimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten:

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child's: (1) mental ability, (2) emotional/social development, (3) pre academic skills, and (4) fine motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

- a. will turn 5 years of age between August 1 and October 15;
- b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
- c. are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
 1. mental ability defined as scoring 84th percentile or above on a standardized assessment of cognitive ability such as the Wechsler Pre Primary Scale of Intelligence III, or the Stanford-Binet V;
 2. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2);
 3. 75th percentile or greater on a test of pre academic skills such as the Woodcock Johnson III; and
 4. a test of fine motor ability, scoring 75th percentile or above on a standardized measurement such as the Beery VMI.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed.

Families who seek early admission of their child into kindergarten must obtain an *Early Entrance to Kindergarten Packet* from the School District Administrative.

Parents must fill out the early entrance application forms, which include a parent questionnaire and obtain and attach a reference letter from someone who is well acquainted with the child but not a relative of the child. The person providing this reference should know the child well enough that they can speak with some expertise about the child's attributes and abilities. The reference letter should indicate whether this person recommends the child be schooled with children who will be a year older than the child and, if so, the evidence this person has concerning the child's mental ability, fine and gross motor ability, visual and auditory discrimination, emotional/social development, and communication skills. Suggestions for this reference letter are a preschool teacher, a Sunday school teacher, a day-care provider, or a physician.

The assessment request, reference letter and parent questionnaire must be completed and returned to the District no later than May 25th of the spring before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on race, color, gender, religion, ancestry, national origin, marital status, age, disability, or sexual orientation of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Admission to First Grade:

A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates:

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:

The parents or legal guardian shall furnish:

- (1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child's identify and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
- (2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
- (3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
- (4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), Haemophilus Influenzae type b (Hib), invasive pneumococcal disease and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes than an exception to the immunization requirements are met.
- (5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the

requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Legal Reference: Neb. Rev. Stat. §§ 43-2001 to 43-2012
 Neb. Rev. Stat. § 79-214
 Neb. Rev. Stat. §§ 79-217 to 79-223
 Neb. Rev. Stat. § 79-266.01
 173 NAC Chapters 3 and 4 (HHS Regulations)

Date of Adoption: June 12, 2017

StudentsFull-time and Part-time EnrollmentFull-time Enrollment

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

Exceptions are permitted only for:

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

Part-Time Enrollment of Non-Public School Students

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

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

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in Wayne Community 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.
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. ' ' 79-2136 and 79-526
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: June 12, 2017

StudentsStudent Records

School staff shall maintain student records in compliance with state and federal law.

Confidentiality of Student Records.

Student files and other education records shall not be released or divulged except in compliance with state and federal law.

School officials may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to and including termination.

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.

A school official for purposes of access to education records 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.

To the extent permitted by law, contractors, consultants and volunteers may be permitted to have access to 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 in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

Student and Parent Access to Student Records.

A parent or guardian of a student or former student, and a student or former student who is eighteen (18) years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. Non-custodial parents will be provided full and equal access to the education records of his or her child unless there is a court order to the contrary.

Maintenance and Destruction.

Student files or records shall be so maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three (3) years.

Amendment of Student Records.

Parents and eligible students (a student who has reached 18 years of age or is attending an institution of postsecondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the Principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the Principal shall so inform the parents of the student and the Superintendent. The parent shall be advised of the right to a hearing.

If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

Legal Reference: Neb. Rev. Stat. §§ 42-364(4) and 42-381; Neb. Rev. Stat. § 43-3001
Neb. Rev. Stat. §§ 79-2104 and 79-2105; Neb. Rev. Stat. § 79-539
Neb. Rev. Stat. §§ 84-1201 to 84-1220
Family Educational Rights and Privacy Act, 20 U.S.C. §1232g

Date of Adoption: August 14, 2017

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

In dealing with law enforcement officials, Wayne Community 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;
- (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;
- (e) 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
- (f) 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 Wayne Community 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 Wayne Community 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 Wayne Community 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 Wayne Community 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: August 14, 2017

AR-5413--Exhibit A

Affidavit and Release to Remove Student

Date: _____

The undersigned hereby states and affirms to the Wayne Community 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 Wayne Community 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 Wayne Community 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 Wayne Community Schools, and hereby states and affirms to the Wayne Community 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: August 14, 2017

Add to Wayne Community Schools policies
Instruction

Computer

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

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

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

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

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)

Date of Adoption: [Insert Date]

Wayne Community Schools
Addition to Employee Code of Conduct
Appendix "1"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Wayne Community Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Wayne Community 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 Wayne Community Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Wayne Community 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 Wayne Community Schools, any of its employees, or any institution providing network access to Wayne Community 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.

Wayne Community 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 Wayne Community Schools community understand and agree to these rules of conduct, Wayne Community 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 Wayne Community Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Wayne Community 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 Wayne Community Schools, any of its employees, or any institution providing network access to Wayne Community 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.

Wayne Community 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 Wayne Community 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 Wayne Community 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 Wayne Community Schools responsible for materials acquired or sent via the network.

I agree not to hold the Wayne Community Schools, any of its employees, or any institution providing network access to Wayne Community 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 Teacher Handbook

2017-2018 School Year

Intent of Handbook

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

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

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

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

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

This handbook will be in effect for the 2017-2018 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	(402) 369-4056
Mr. Scott Hammer	(402) 375-5307
Mrs. Jaime Manz	(402) 369-1692
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____

H. Travel Policy

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

Meals: (per admin regulation 4141)

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

Lodging:

Administrators must approve appropriate lodging reservations at a reasonable expense.

Transportation:

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

Expense Reimbursement:

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

Documentation:

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

- Original Receipts
- Copies of Receipts

Travel Log

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

I. Authority and Responsibility

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

J. Hours of Duty

Wayne Community Schools faculty shall be on duty in the classroom and available to students, from 7:45 AM – 4:00 PM. (Wayne Board of Education Policy 4004) Hours may be extended for meetings or other duties that may arise. Should teachers need to leave the building during work hours for any reason the office staff should be notified. (Wayne Board of Education Policy 4006)

K. Tobacco Use by Staff

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

II. GENERAL INFORMATION WITH REGARD TO PROCEDURE

A. Activity Schedules and Building Use for Special Meetings

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

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

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

A few other suggestions that are important include the following:

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

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

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

A. Professional Ethics Standards

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

Preamble

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

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

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

Principle I - Commitment as a Professional Educator:

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

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

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

Principle II - Commitment to the Student:

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

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

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

Principle III - Commitment to the Public:

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

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

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

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

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

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

Principle V - Commitment to Professional Employment Practices:

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

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

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

B. Evaluations

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

the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

C. Role Model

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

D. Relationships

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

E. Professional Attire

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

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

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

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

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

F. Private Tutoring

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

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

G. Outside Employment

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

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

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

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

I. Evacuation Procedures

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

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

7-12 FIRST FLOOR (Lower Level)

<u>Room #</u>	<u>Exit</u>	<u>Alternate Exit(s)</u>
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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) Doors	South Door Locker Room West Doors, East Door Commons	West Doors, Commons, H.S. 9/12 Girls Locker South
120 (Computer Lab)	West Shop Door	West Doors, Wrestling Room West Door
121 (Wood Shop)	West Shop Door	West Doors, Wrestling Room West Door
122 (Metal Shop)	West Shop Door	West Doors, Wrestling Room West Door
123 (Shop)	West Shop Door	Wrestling Room Doors, West Doors
124 (Ag class)	West Shop Door	West Doors, East Door Commons, South Doors
H.S. Boys Locker	South Locker Room Door	South Door, West Doors
7/8 Boys Locker	South Locker room door	South Doors, West Doors
119 (Band)	West Door Band Room	West Doors, East Door Commons, South Doors
100 (Commons)	East Commons Doors	West Doors, South Doors, East Doors
101	East Commons Doors	West Doors, South Doors, East Doors
102	East Commons Doors	West Doors, South Doors, East Doors
Faculty Lounge	East Commons Doors	West Doors, South Doors, East Doors
IMC Room	East Commons Doors	West Doors, South Doors, East Doors
103	East Doors	Commons, West Doors, South Door
104	East Doors	Commons, West Doors, South Door
105	East Doors	Commons, West Doors, South Door
106	East Doors	Commons, West Doors, South Door
107	East Doors	Commons, West Doors, South Door
108	East Doors	Commons, West Doors, South Door
Wrestling Room	West Wrestling Door	West Doors, West Shop Door
303	South Doors	East Commons Doors
304	South Doors	East Commons Doors
305	South Doors	East Commons Doors
Kitchen	South Doors of Kitchen	South Hallway Doors, East Commons Doors

7-12 SECOND FLOOR (Upper Level)

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

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

SPECIAL INSTRUCTIONS:

1. The first person to each exit door is responsible for keeping the door open while others pass through.
2. Students should walk rapidly, but must not run.
3. Visiting and talking cannot be tolerated. This hinders evacuation.
4. Classes and instructors leave in a group. Follow the group ahead; do not mix with them. In general, the order will be determined by relative distance to the exit.
5. Move down the walks outside the doors far enough so that groups following will have space. All should be a minimum of 100 feet from the building.

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

TORNADO - Disaster Procedure

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

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

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

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

Early Learning Center: Restrooms in middle hallway.

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

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

(Female teachers to girl's locker rooms; male teachers to boy's locker rooms; band and shop instructors, and senior class sponsor to choir room.)

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

Signals:

Tornado Watch: None

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

All Clear: Intercom or verbal message.

Special Notices:

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

J. Students Acting Abnormally

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

K. Room Assignment

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

L. Keys

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

M. Mailboxes

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

IV. STANDARDS OF COMPETENCY (Nebraska Department of Education Rule 27, section 005)

A. Administrative and Supervisory Requirements:

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

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

Each teacher and special services provider shall:

1. Utilize available instructional materials and equipment necessary to accomplish the designated

- task;
2. Adhere to and enforce written and dated administrative policy of the school which has been communicated to the teacher or special services provider;
 3. Use channels of communication when interacting with administrators, community agencies, and groups, in accordance with school policy.

Each administrator shall:

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

B. Analysis of Individual Needs and Individual Potential:

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

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

C. Instructional Procedures:

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

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

Each teacher shall:

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

Each administrator shall:

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

D. Communication Skills:

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

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;

5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

E. Management Techniques:

The educator shall:

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

F. Competence in Specialization:

Each educator shall:

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

G. Evaluation of Learning and Goal Achievement:

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

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

H. Human and Interpersonal Relationships:

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

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

I. Personal Requirements:

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

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

V. ACADEMIC MATTERS

A. Purpose and Goals of Academic Achievement

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

B. Teaching to Student Understanding to Assure Learning

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

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

C. Instruction in the Curriculum

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

D. Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is

recommended that the teacher record at least two grades per week in PowerSchool. It is generally preferable to give numerical grades for tests, quizzes, and daily work. GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.

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

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

PreK-K SCALE: TS Gold

1-2 STUDENT EVALUTION SCALE:

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

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

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

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

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

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

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

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

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

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

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet

the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.

3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester).
4. Teachers may exercise professional judgment in distributing marks.

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

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

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

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

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

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

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

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

E. Parent-Teacher Conferences

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

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

F. Care of Injured Students

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

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

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

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

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

Report of Injuries:

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

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

Payment of Bills:

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

G. Study Hall Regulations **(7-12)**

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

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

Procedures

1. Each student has assigned seat. A seating chart should be available for use by substitute teachers.
2. Each student leaving study hall must sign out and return ten minutes before the end of the period. Privileges will be lost for two days for failure to do so (talking, locker, restroom, passes, etc.).
 - a. One sign out to restroom (one male and one female). Use lower restroom if the study hall is on lower floor and upper restroom if the study hall is on upper floor.
 - b. No locker passes at any time. You are expected to bring all the materials you need to study hall with you. Going to your locker on a restroom pass will result in your privileges being restricted.
 - c. "Failing List People" may not check out unless on a pass from a teacher of the class that the student is failing.
 - d. Students must have a pass to the library - any materials (magazine, newspaper, etc.) must be returned at end of the hour.
 - e. No passes of any kind will be given during the last ten minutes.
 - f. No passes of any kind will be given to any room other than those in A or C above. Exceptions must be cleared at the central office.
3. Students may speak with permission only and stand while speaking.
4. Studying together (two students) permitted in specified area only.
5. No sitting under the steps.
6. Each student must have some type of work at their desk. No one is to remain and use the area to sleep, talk, distract, etc.

H. Sponsoring School Buses

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

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

I. School Vans

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

1. Request that the equipment be reserved for you on the dates you wish to use it. Contact the high school principal.

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

J. Securing Publicity for School Activities

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

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

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

Public Access Cablevision – American Broadband may assist in public programming upon request. Contact the principal's office for additional information.

K. School Funds -- Policies for Purchases and Handling

1. Activity Fund

- a. All receipts must be deposited to the High School Activity Fund and checks drawn to pay bills. All bills should be paid as soon as possible. Requests for payment must be made at least two (2) days prior to the due date.
- b. Each club/activity/organization/class has an account in the high school activity fund.
- c. Check requisitions for payment of bills by the activity fund account must have the bill or invoice attached and put in the principal's mailbox for approval. In those cases where it is impossible to acquire an invoice, a detailed explanation of the expenditure should be given. Example would be paying of game officials.
- d. Students should have a note from sponsor authorizing a student to charge to the high school activity account and instruction on how it should be completed. Be sure to identify your activity.
- e. Large expenditures of organizational activity funds must have approval of the principal prior to purchase.
- f. Staff members responsible for an activity account must take the necessary actions to operate within a balanced budget. All money collected should be counted and turned in to the 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 before they leave school on Friday night, or before school starts on Monday. Well written plans should be made available to substitutes when regular staff are ill or absent. They should (1) guide instruction on a daily and weekly basis; (2) include content and instructional methods; (3) indicate necessary resources to be procured in advance; (4) provide continuity with prior learning; and (5) be flexible to meet individual student's needs. Lesson plans submitted late will be documented in the teacher's evaluation file, if the practice becomes habitual.

Multi Media

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

1. All presentations should be previewed.
2. Show the presentation only in the class for which it has definite relationship to the unit now being studied. **A description of the purpose must be outlined in lesson plans.**
3. Use a study guide of some sort, don't have the film day be just a day off for the teacher and students.
4. R rated films should have parent permission before students are allowed to view. K-6 films should be rated G or PG.
5. PreK-6 may show a limited number of movies for classroom celebrations, per principal approval and using terms of the movie license.

M. Faculty Lounge

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

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

VI. DUTIES AND RESPONSIBILITIES

A. Supervision of Students

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

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act

dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).

- Be careful with touching students. Use of corporal punishment is prohibited at Wayne Community Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.

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

2. Proper Instructions

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

3. Proper Maintenance of Buildings, Grounds, and Equipment

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

4. Proper Warnings

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

Contact the Office for Assistance

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

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

Student Searches

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

student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

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

B. Managing Student Conduct

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

Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

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

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

C. Dispensing Medication

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

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

D. Reporting Child Abuse

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

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

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

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

VII. SPECIFICS RELATING TO WAYNE COMMUNITY SCHOOLS

A. Attendance

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

B. Equipment and Room Damage

Watch constantly for marks, cuttings, etc., in your rooms, study halls, lecture hall, etc. Work immediately on a corrective program if your students are to blame. Halls and restrooms must be

supervised by everyone. Please report damage to the office. Work hard to keep your room and its equipment neat and clean. PLEASE DO NOT place any spray/bomb type aerosol cans in the wastebaskets.

C. Fire Drill and Tornado Evacuation Procedures

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

D. Fund Raising Policy

All activity 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 yourselves, we make the following suggestions:

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

G. Hall Duty

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

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

H. Sponsorship

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

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

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

I. Classroom Procedure

1. Classes should not be dismissed before the dismissal bell rings. If in doubt, call the office for information.
2. Students who are to participate in extracurricular activity must be in school one-half day prior to the performance. Exceptions to this mandatory rule will be dealt with by the principal.
3. You are responsible for everything in your room. In the event of a loss, please notify the office promptly. Please do not "borrow" chairs, desks, or other school equipment from various rooms without permission from the administration. In the event additional furnishings are necessary, the building custodian should also be alerted.
4. Never leave a group of students unattended unless an emergency arises and then inform the office for a substitute and assistance.

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 (Policy 4200)

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.

There is no carry-over or accumulation of unused vacation days from one year to another year. As of the commencement of each year, the employee shall be granted the number of vacation days required to restore the number of vacation days per the employee's length of employment (i.e., if a two year employee uses 5 days in that year, he is granted 5 additional days at the beginning of the 3rd year to bring him to a total of 10 days for the 3rd year).

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.

MID STATES SCHOOL BUS, INC.216 West 1st Street
Wayne, NE 68787-1839**INVOICE**Invoice Number: 1127
Invoice Date: Aug 8, 2017
Page: 1*Duplicate*Voice: 402-375-2887
Fax: 402-375-5310

Bill To:
Wayne Community School

Ship to:
Wayne Community School

Customer ID	Customer PO	Payment Terms	
Wayne School		Net 10 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	US Mail		8/18/17

Quantity	Item	Description	Unit Price	Amount
		2014 Chevy Collins 12+2 bus **90 day warranty on all major repairs excluding tires, oil changes and other normal repairs with a bus of this age.**		39,995.00
Subtotal				39,995.00
Sales Tax				
Total Invoice Amount				39,995.00
Payment/Credit Applied				
TOTAL				39,995.00

Check/Credit Memo No:

Overdue invoices are subject to late charges.

MID STATES SCHOOL BUS, INC

216 West 1st St
Wayne, NE 68787
402-375-2887

ADDENDUM TO THE WAYNE COMMUNITY SCHOOL CONTRACT

Rates for the 2017-2018 school year will be as follows:

Regular Routes will be billed at \$34,397.48 monthly for a period of 9 months.

Activities will be billed at \$1.67 per mile and \$14.76 per hour sitting time; with a minimum trip of \$25.59 (yellow bus)

For trips that are cancelled, without a 24-hour notice, there is a \$45.62 canceled trip fee.

In-town shuttle service: \$29.38 per round trip; sit time, if incurred, will be billed at \$14.76 per hour.


Deadhead miles for additional buses brought into the district for activities will be billed at \$1.50 per mile.

Payment is due within three (3) business days after each monthly board meeting. If received later than the 20th, a \$50.00 late fee will be charged to your next month's bill.

Wayne Community School


Mid States School Bus, Inc.

Mark Lenihan, Superintendent



Dean A. Carroll, General Manager

Witness



Witness

MID STATES SCHOOL BUS, INC

216 West 1st St
Wayne, NE 68787
402-375-2887

ADDENDUM TO THE WAYNE COMMUNITY SCHOOL CONTRACT

Rates for the 2016-2017 school year will be as follows:

Regular Routes will be billed at \$33,395.61 monthly for a period of 9 months.

Activities will be billed at \$1.62 per mile and \$14.33 per hour sitting time; with a minimum trip of \$24.84 (yellow bus)

For trips that are cancelled, without a 24-hour notice, there is a \$44.29 canceled trip fee.

In-town shuttle service: \$28.52 per round trip; sit time, if incurred, will be billed at \$14.33 per hour.

Deadhead miles for additional buses brought into the district for activities will be billed at \$1.46 per mile.

Payment is due within three (3) business days after each monthly board meeting. If received later than the 20th, a \$50.00 late fee will be charged to your next month's bill.

Wayne Community School



Mark Lenihan, Superintendent



Witness

Mid States School Bus, INC.

Dean A. Carroll, General Manager

Witness

2017 - 2018 Superintendent Goals for Mark Lenihan

WCS Vision - *“Learning for Life”*

Professional Vision - *“Love, Serve, Care”*

Goal #1 - Ensure continuous achievement for all students as 21st century learners

Provide a challenging academic and extracurricular program that provides opportunities for ALL students to excel and graduate college and career ready.

- ❖ Grade level and District MAP, NeSA, and A.C.T. scores at or above state and national average.
- ❖ Implementation of reVISION Action Grant.
- ❖ Implementation of year two of the Blue Devils B.U.C.K.'s Character Education program.
- ❖ Develop a systematic process for induction and mentoring of new staff and students. Ensure ALL students have at least one adult advocate in the district.
- ❖ Enhance and improve the teacher and administrator appraisal process, along with the appraisal process for directors and non-certificated staff.

Instructional Leadership

- ❖ Implement and execute professional development plan as tied to district and AdvancED School Improvement Goals.

- ❖ Revise the current curriculum review cycle, ensuring it aligns with local and state standards.
- ❖ Continued coordination of school improvement process, along with preparation for the 2018-19 school year AdvancED external team visit.

Goal #2 - Provide a safe and inclusive climate across the district by providing quality facilities and demonstrating fiscal responsibility

Continue the process and implementation of the district short and long range facility plans.

- ❖ Meetings with district facility and safety committee's, keep current with current laws.
- ❖ Secure a facility for the Early Learning Center.
- ❖ Utilize building funds to pay off Locker room/CTE classroom project and prioritize for future projects.

Monitor district finances ensuring appropriate expenditures, cash flow, and cash reserves.

- ❖ Meetings with school board finance committee and business manager to monitor and adjust.
- ❖ Maintain and grow cash reserves, depreciation, and building funds to ensure financial capacity to meet facility needs.

Ensure a culture of inclusiveness that is welcoming, safe, and provides a positive learning environment for students and a positive work environment for staff.

- ❖ Seek feedback from staff and students using Gallup, AdvancED, and Local surveys.
- ❖ Encourage administrators to provide one student assembly each

semester with a guest speaker to present information to students on bullying, social media, dangers of drug and alcohol use and abuse, and other assemblies pertaining to student safety.

Goal #3 - Ensure effective communication and promote involvement throughout the district

Ensure purposeful, consistent and direct lines of communication with students, parents, and patrons.

- ❖ Be highly visible at district and community events.
- ❖ Be highly visible at all three district educational facilities.
- ❖ Continue regular communication with employees and students using e-mail, staff newsletters, and face-to-face conversations.
- ❖ Continue nurturing relationships with local entities (city council, WAED, WSC, etc) to promote positive communication efforts.
- ❖ Continue to serve on local committees and boards.

Continue to enhance publicity through district newsletter, Facebook, and Twitter. Communicate line of communication.

- ❖ Encourage staff to use Twitter to positively promote WCS.
- ❖ Utilize district newsletter, Facebook, Blackboard and other forms of electronic communication to promote WCS.
- ❖ Serve on and/or be accessible to all WCS Booster organizations. Work closely with WCS Foundation to promote interaction with local business leaders and organizations.
- ❖ Enhance role of the district representative to State Senators, Officials, and Legislative session.
- ❖ Serve as committee member on ESU, NDE, and associations such as NRCSA, NASB, and NCSA.

SPED Director Report

8/14/17

Misty Bear

Tucker Hight

SPED

- Thank you for allowing us to attend Admin Days. I was able to attend sessions on Special Education, Assessment, and Early Childhood Education.
- New SPED Paras for 2017-18
 - Sue Mead – High School
 - Jack Belt – High School
 - Lynsey Caskey – Elementary School

District Assessment

- NeSA ELA scores will not be available to districts until September 11th
- State Summative Assessment for 2017-18 has not yet been named
- Text Dependent Analysis will no longer be assessed in grades 5-8. The only state written assessment will be in the 11th grade with ACT writing.

ELL

- No report

Early Learning Center

- We have started a waiting list for our 4-year-old program
- Thirteen students have registered at this time for our 3-year-old program.

School Board Notes

Wayne Elementary

August Meeting

Item	Notes
<p>1: Summer School Attendance</p>	<p>2017 Attendance K: 3 students (17 days) 1st: 19 students (164 days) 2nd: 10 students (84 days) 3rd: 10 students (83 days) 4th: 12 students (113 days)</p> <p>Total days: 461 days Total students: 54 students</p> <p>2016 Attendance K: 10 students (58 days/Only 6 days for K) 1st: 15 students (124 days) 2nd: 10 students (80 days) 3rd: 10 students (91 days) 4th: 12 students (94 days)</p> <p>Total days: 447 days Total students: 57 students</p> <p>2015 Attendance K: 6 students (55 days) 1st: 9 students (101 days) 2nd: 9 students (105 days) 3rd: 4 students (34 days) 4th: 7 students (77 days) 5th: 1 student (7 days) 6th: 2 students (14 days)</p> <p>Total days: 393 days Total students: 38</p>
<p>2: Total Solar Eclipse</p>	<p>Safety Presentation on August 18th at 1:00 pm</p> <p>Communication on Monday Message, at the Open House, and through the District Newsletter.</p>

	<p>Liability Consent Forms/Opt Out Forms will be documented.</p> <p>4th-6th will attend a viewing at Central City Public Schools on the Football Field. Eclipse glasses are purchased for safety purposes. Extra supervision is lined up.</p> <p>A professor from Wayne St. will be at the Elementary School on the 21st to talk to our kids in grades K-3. He will teach them more about the Total Solar Eclipse.</p>
3: Non-Public Consultation	<p>Textbook Loan Program</p> <ul style="list-style-type: none"> • Documentation is complete <p>Collaboration with St. Mary's</p> <ul style="list-style-type: none"> • We have collaborated to create a plan to serve St. Mary's plan.
4: Corrective Reading/Early Intervention in Reading Training	<p>We have had two groups of teachers get trained on these interventions. They are research based intervention that will add to our current MTSS process.</p>
5: Open House	<p>We will have a new parent orientation to support new Kindergarten parents and the several new parents to the building. At this point we have added 34 students.</p>
6: Herman Chiropractic	<p>Donated school supplies</p>
7: Administrator Days	<p>Highlights</p> <ol style="list-style-type: none"> 1: Jon Gordon (Keynote Speaker) 2: Making PLC's work in rural schools 3: Students Rights and Issues (Total Solar Eclipse)
8: WEB	<p>I collaborated with WEB this July in order to make sure our students have many exciting events this school year.</p>

Wayne Jr High

7 - 8 Enrollment Numbers

7th - 84

8th - 74

Class Schedules - handed out the week of Aug 7th

Athletics

August 18 - All Sports Tailgate 7:00 @ High School

Rschool - <http://www.midstatenebraska.org/public/genie/473/school/108/>

Will be using rschool for all events and activities at WCS - this will be a process to enter all practices and activities in the calendar. Please refer to rschool calendar - it will be updated and corrected throughout the year.

Fall Athletic #'s

https://docs.google.com/spreadsheets/d/19Brx0m-lw8lXsxtXfu_0RAwmcqDmfyjc3paz97HDIFw/edit#gid=459036091

Working on evaluation tools for all Head Coaches and Assistant Coaches for 2017-18.

One of my goals for 2017-18 is to create a Athletic handbook for WCS.

Meeting Agenda – Annual Americanism Committee Meeting

Wednesday, August 2, 2017 10:00 A.M.

The Americanism committee of Wayne Community Schools met on Wednesday, August 2, 2017 at 10:00 A.M. in the Jr/Sr High School Library for the annual meeting as required by Rule 10 in the State of Nebraska. The committee consists of Mark Lenihan, Superintendent, Wendy Consoli, Board member, Jaime Manz, Board Member, and Jeryl Nelson, Board Member. The following items were discussed:

A) Textbook Review

- a. Review of new Grade 10 textbook - Glencoe publisher “World Geography and Prentice Hall publisher “World History”.
- b. Review of new Grade 11 textbook - McDougal Little publisher “The American’s”
- c. Review of textbooks grades K-6

B) Review of Curriculum

- a. The committee reviewed State Statute 79-724 - Committee on Americanism
- b. Listed below are components of our curriculum for social studies;**
- c. The social studies curriculum provides an appropriate amount of time on
 - i. Adequately stresses contributions of all ethnic groups to
 1. Development and growth of America into a great nation
 2. Art, Music, education, medicine literature, science, politics, and government
 3. War services on wars of the nation
- d. The curriculum also provides an appropriate amount of time on;
 - i. Recital of stories having to do with American history
 - ii. The singing of patriotic songs and memory of the Star Spangled Banner, beginning with elementary school
 - iii. The development of reverence for the flag and proper conduct in its presentation
 1. Pledge recited each day in school by all grades
 2. Pledge recited prior to each board meeting
 3. Reverence for United States flag is taught in elementary school and at the annual Veteran’s Day assembly for k-12 students
 - iv. Appropriate amount of time spent on
 1. The United States Constitution
 2. The benefits and advantages of our form of government and the dangers and fallacies of Nazism, Communism, and similar ideologies.
 3. The duties of citizenship

- C) Recommendations from committee from 2011 meeting;
 - a. Continue the development of curriculum based on state and national standards
 - b. Continue to seek opportunities to hold patriotic exercises suitable to patriotic occasions – Veteran’s Day program, high school band perform at Memorial Day celebration. Various music concerts with patriotic music selections.
 - c. Continue practice of bringing 4th grade to state capitol for a field trip
 - d. Continue practice of seniors attend public civic meeting within curriculum

- D) Recommendations from committee from 2012 meeting;
 - a. Place focus on Nebraska History by:
 - i. Seek opportunities to promote Nebraska History by conducting field trips to local parks and historical sites within the state.
 - ii. Focus reading curriculum in Social Studies classes by addressing more Nebraska historical curriculum.
 - iii. Continue to monitor the State of Nebraska review of Social Studies curriculum. Seek opportunities to have staff available for committee work on the new standards if possible.

- E) Recommendations from committee moving forward into 2013-14 school year;
 - a. Research digital textbooks as possible resources for social studies
 - b. Make sure textbook series aligns with new state standards
 - c. Continue to encourage all classes to explore local, state, and national, civic educational opportunities and inventory activities that are completed

- F) Recommendations from 2014 meeting
 - a. Continue exploration of 10th-12th grade on-line textbooks and curriculum
 - b. Assembly for to teach the significance of flag reverence and patriotic service

- G) Recommendations from 2015 meeting
 - a. Consider integrating veteran experiences into the annual Veteran’s Day Program
 - b. Maintain the Veteran’s Day program as a k-12 assembly.
 - c. Pre-school will develop their own age appropriate Veteran’s Day program.
 - d. Continue exploration of 10th-12th grade on-line textbooks and curriculum including BYOC.

- H) Recommendations from 2016 meeting**
 - a. Continue and support Athletic Director initiative of instituting flag reverence standards for athletic competitions during National Anthem.**
 - b. September 17th constitution day - age appropriate instruction on the U.S. Constitution.**
 - i. In class activities cited in lesson plans on Sept. 17th or closest day possible (Friday/Monday)**
 - c. Review where the Constitution of Nebraska taught.**
 - i. 11th grade text-book**
 - ii. Senior Government class**

- I) Recommendations from 2017 meeting**
 - a. Have a presentation by the 12th grade government at an upcoming school board meeting to present the curriculum.**

- b. Continue and support Athletic Director initiative of instituting flag reverence standards for athletic competitions during National Anthem.**
- c. Explore possibility of incorporating patriotic reading activities during 7-12 reading/advisory period. Consider character education activities.**

J) Other curriculum items moving forward into 2014-15 school year

- a. Early Childhood program
 - i. Mrs. Consoli and Mrs. Bear will co-chair a steering committee to give guidance and recommendations to the administration and school board
- b. Revise the curriculum cycle/rotation
- c. New state LA standards
- d. MAP and NeSA web based assessments

K) Other curriculum items moving forward to 2015-16 school year

- a. Discussion on in-depth analysis of student mis-understanding of concepts and processes that may require review and re-teaching in all subject areas.
- b. Continue practice of interventions with individual students before, during, and/or after school.
- c. Focused attention on systems to support character education k-12 that is age appropriate.
- d. Career education standards addressed in junior high with state standards, curriculum, and training provided by NDE.

L) Other curriculum items moving forward to 2016-17 school year

- a. Support the work of the reVISION committee looking at district college and career ready standards and programming.**
 - i. Mr. Lenihan will bring information to the meeting**
- b. Consideration of Agriculture programming**
 - i. Discussion - this ties into reVISION**
- c. Support the new pre-k-12th grade character education program “Blue Devil BUCS”.**
- d. Consider community service opportunities**
 - i. By class or activity sponsor**
- e. Discussion of ACT for 11th grade state test**

M) Other curriculum items moving forward to 2017-18 school year

- a. Implement the reVISION Action grant as directed by the application we submitted.**
- b. Implement year 1 of the Ag/FFA program**
- c. Focus on ELL students and parents through pre-k-12**
- d. Continue support of the Blue Devils B.U.C.K’s (Being Unbelievable Caring & Kind).**
- e. Focus on systematic opportunities through IMPACT at elementary and Advisory Period at Jr/Sr High to provide all students with at least one adult advocate.**
- f. More in-depth analysis of ACT results compared to curriculum.**

Agenda: Annual Facility/Safety Committee Meeting – Wayne Board of Education

Date: 8-7-17 @ 10:30 AM Jr/Sr High conference room

Attendee's: Travis Meyer, Head of Maintenance, Board members, Jeryl Nelson, Lynn Junck, Scott Hammer, Mark Lenihan, Supt.

- Review of Annual Rule 10 drill requirements
 - Evacuation drills documented – tornado (2 per yr), fire (10 per yr), and bus evacuation (1 per yr)
 - Lockdown drills - once per quarter
 - Drug dog searches 1-2 times per year

- Other discussion items
 - IMPACT Concussion Testing for all athletes
 - Discussion on athletic training services for 2017-18
 - Ambulance access to football practice field
 - Ambulance service for football games - provided gratis by PMC

- Update on summer projects
 - Project
 - Aug 21st - Boy's locker room completed
 - Aug 31st - Girl's locker room completed
 - Aug 31st - CTE classrooms completed
 - Miscellaneous items after Labor Day

- Discussion on future needs
 - HVAC – Jr/Sr High – gym, theater, hallways – done!!
 - New doors high school gym - \$35,000 (depreciation)
 - High school lockers – \$40,000 summer of 2015 (depreciation)
 - Track building ADA and other upgrades – summer 2015
 - Locker rooms – Jr/Sr High – summer 2017
 - Career tech classroom/shop – summer 2017
 - New lunch tables – \$25,000 (depreciation)
 - Early Childhood facility
 - Lease - discussed terms of a potential six year lease
 - Theater painting & upgrades - summer 2018
 - Public restrooms in high school - summer 2018
 - Elementary playground - additional swing set bays and tether ball area

- WCS Foundation
 - Stadium lights - WCS Foundation

- Building fund finances – Mr. Lenihan
 - Lease payments for HVAC approx. \$190,000 - completed 2017
 - Building fund in proposed 17-18 budget – to be used to pay off Locker room/CTE classroom project
 - Depreciation fund balance going into 17-18 budget year - approx. \$280,000
 - Depreciation transfer for 17-18 - \$25,000 - \$50,000
 - Will have recommendation at August 28th claims meeting

- The committee took a tour of the locker rooms and classrooms.

Board - July 2017

Account	Description	Published Budget	Monthly Expenditures	Total Expenditures	Balance (Pub)	Percent Remaining
01-1100	Instruction	5,358,360.00	492,009.04	4,653,503.96	704,856.04	13.15
01-1200	Special Education	1,491,075.00	170,703.54	1,297,895.82	193,179.18	12.96
01-2100	Support Services -	481,108.00	94,005.33	420,264.92	60,843.08	12.65
01-2200	Support	537,236.00	28,739.55	394,210.02	143,025.98	26.62
01-2300	General Administration	343,060.00	23,481.91	281,545.57	61,514.43	17.93
01-2400	School Administration	658,892.00	49,073.80	542,110.48	116,781.52	17.72
01-2500	Business Support	527,786.00	24,099.91	451,975.06	75,810.94	14.36
01-2600	Buildings And Grounds	982,750.00	83,930.20	896,527.31	86,222.69	8.77
01-2700	Pupil Transportation	394,610.00	-34,487.10	302,046.49	92,563.51	23.46
01-3500	Grants - HAL, PreK,	5,500.00	32,269.90	127,352.34	-121,852.34	-2,215.50
01-4000	Federal Programs	388,516.00	17,968.00	205,552.01	182,963.99	47.09
01-6000	Summer School	20,000.00	11,384.73	11,709.04	8,290.96	41.45
01-8000	Transfers	170,000.00	12,000.00	12,000.00	158,000.00	92.94
		<u>11,358,893.00</u>	<u>1,005,178.81</u>	<u>9,596,693.02</u>	<u>1,762,199.98</u>	<u>15.51</u>

ALL Data

Current Cash Balance Report

Date: 04/01/2017 thru 06/30/2017

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A SPORTS					
1005 ATHLETIC	11,410.49	31,561.10	32,249.32	-2,115.00	8,607.27
1006 ATHLETIC/STRENGTH & CONDITIONING	642.04	0.00	0.00	0.00	642.04
1007 BASEBALL	2,576.27	178.00	997.24	0.00	1,757.03
1010 BOYS BASKETBALL	1,732.54	2,030.00	1,520.00	0.00	2,242.54
1011 GIRLS BASKETBALL	2,233.14	1,125.00	1,350.00	0.00	2,008.14
1015 FOOTBALL	1,526.71	15.00	0.00	0.00	1,541.71
1016 BOYS GOLF	936.94	0.00	212.21	330.00	1,054.73
1017 GIRLS GOLF	489.66	0.00	0.00	330.00	819.66
1019 SOFTBALL	812.74	500.00	0.00	0.00	1,312.74
1020 TRACK/CROSS COUNTRY	3,539.27	13,312.50	10,846.89	305.75	6,310.63
1025 VOLLEYBALL	3,806.64	90.00	882.00	0.00	3,014.64
1030 WRESTLING	5,925.67	1,505.00	1,988.63	0.00	5,442.04
A SPORTS Totals:	35,632.11	50,316.60	50,046.29	-1,149.25	34,753.17
B CLUBS & ORGANIZATIONS					
1503 AMBASSADORS	0.00	0.00	0.00	0.00	0.00
1505 ANNUAL	4,062.46	1,448.00	3,797.55	0.00	1,712.91
1506 ART CLUB	2,070.91	0.00	1,024.03	0.00	1,046.88
1510 CLOSE-UP	625.07	9,173.00	9,405.00	0.00	393.07
1514 FBLA	877.07	874.25	430.00	0.00	1,321.32
1515 W.E.B. (FORMERLY FRIENDS)	1,330.85	0.00	1,080.15	0.00	250.70
1520 GERMAN CLUB	0.00	0.00	0.00	0.00	0.00
1521 MOCK TRIAL	89.24	0.00	127.57	330.00	291.67
1525 NATIONAL HONOR SOCIETY	2,790.61	0.00	394.80	0.00	2,395.81
1528 SCIENCE CLUB	0.00	0.00	0.00	0.00	0.00
1530 SPANISH CLUB	3,517.41	0.00	0.00	0.00	3,517.41
1535 SPEECH/DRAMA CLUB	716.01	1,926.75	1,480.88	150.00	1,311.88
1540 STUDENT COUNCIL	5,444.85	1,463.55	1,108.60	0.00	5,799.80
1545 W CLUB	1,444.68	0.00	318.19	165.00	1,291.49
B CLUBS & ORGANIZATIONS Totals:	22,969.16	14,885.55	19,166.77	645.00	19,332.94
C GRADUATING CLASSES					
2008 CLASS OF 1997	0.00	0.00	0.00	0.00	0.00
2009 CLASS OF 1998	0.00	0.00	0.00	0.00	0.00
2010 CLASS OF 1999	0.00	0.00	0.00	0.00	0.00
2011 CLASS OF 2000	0.00	0.00	0.00	0.00	0.00
2012 CLASS OF 2001	0.00	0.00	0.00	0.00	0.00
2013 CLASS OF 2002	0.00	0.00	0.00	0.00	0.00
2014 CLASS OF 2003	0.00	0.00	0.00	0.00	0.00
2015 CLASS OF 2004	0.00	0.00	0.00	0.00	0.00
2016 CLASS OF 2005	0.00	0.00	0.00	0.00	0.00
2017 CLASS OF 2006	0.00	0.00	0.00	0.00	0.00
2018 CLASS OF 2007	0.00	0.00	0.00	0.00	0.00
2019 CLASS OF 2008	0.00	0.00	0.00	0.00	0.00
2020 CLASS OF 2009	0.00	0.00	0.00	0.00	0.00
2021 CLASS OF 2010	0.00	0.00	0.00	0.00	0.00
2022 CLASS OF 2011	0.00	0.00	0.00	0.00	0.00
2023 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00
2024 CLASS OF 2013	0.00	0.00	0.00	0.00	0.00
2025 CLASS OF 2014	0.00	0.00	0.00	0.00	0.00
2026 CLASS OF 2015	0.00	0.00	0.00	0.00	0.00
2027 CLASS OF 2016	0.00	0.00	0.00	0.00	0.00
2028 CLASS OF 2017	2,850.66	0.00	699.00	0.00	2,151.66
2029 CLASS OF 2018	6,389.60	1,155.00	3,127.70	165.00	4,581.90

ALL Data

Current Cash Balance Report

Date: 04/01/2017 thru 06/30/2017

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
2030 CLASS OF 2019	3,279.10	0.00	0.00	0.00	3,279.10
2031 CLASS OF 2020	2,500.00	0.00	0.00	0.00	2,500.00
C GRADUATING CLASSES Totals:	15,019.36	1,155.00	3,826.70	165.00	12,512.66
D ACADEMIC CLUBS					
2505 BAND	2,999.98	368.60	416.95	0.00	2,951.63
2510 ELEMENTARY STRINGS	0.00	0.00	0.00	0.00	0.00
2515 CHOIR	1,832.77	0.00	0.00	0.00	1,832.77
D ACADEMIC CLUBS Totals:	4,832.75	368.60	416.95	0.00	4,784.40
E DISTRICT MONIES					
3010 DRIVERS EDUCATION	0.00	0.00	0.00	0.00	0.00
E DISTRICT MONIES Totals:	0.00	0.00	0.00	0.00	0.00
F ATHLETIC SUPPORT GROUPS					
3505 CHEERLEADERS	2,488.71	0.00	32.00	330.00	2,786.71
3510 CONCESSIONS	18,362.51	0.00	128.00	-89.27	18,145.24
3512 DANCE	6,050.05	0.00	1,298.69	0.00	4,751.36
3515 POPPER FUND	900.00	0.00	0.00	0.00	900.00
F ATHLETIC SUPPORT GROUPS Totals:	27,801.27	0.00	1,458.69	240.73	26,583.31
G GRANTS					
4005 AWARE GRANT	0.00	0.00	0.00	0.00	0.00
4010 DRUG FREE GRANT	0.00	0.00	0.00	0.00	0.00
4050 NMSI GRANT	0.00	0.00	0.00	0.00	0.00
G GRANTS Totals:	0.00	0.00	0.00	0.00	0.00
H VOCATIONAL ORGANIZATIONS					
4505 INDUSTRIAL ARTS	114.51	0.00	0.00	0.00	114.51
4510 POWER DRIVE PROGRAM	7,687.24	3,140.16	4,772.58	150.00	6,204.82
H VOCATIONAL ORGANIZATIONS Totals:	7,801.75	3,140.16	4,772.58	150.00	6,319.33
I INVESTMENT					
5005 SAVINGS ACCOUNT	-14,999.93	0.00	0.00	0.00	-14,999.93
5010 INTEREST ON CHECKING ACCT.	2,707.05	0.00	0.00	0.00	2,707.05
I INVESTMENT Totals:	-12,292.88	0.00	0.00	0.00	-12,292.88
J MISCELLANEOUS					
5505 BLUE DEVIL "BUCS"	192.79	0.00	0.00	0.00	192.79
5508 DINNER THEATER	1,705.51	0.00	0.00	0.00	1,705.51
5510 DISPENSER	11.20	0.00	0.00	0.00	11.20
5512 EMPORIUM	307.50	0.00	0.00	0.00	307.50
5515 GRADES K-6	6,873.73	11,478.58	7,027.52	0.00	11,324.79
5517 HAL/FUTURE CITY	392.98	0.00	101.15	0.00	291.83
5520 HS LIBRARY	872.77	432.21	0.00	0.00	1,304.98
5524 MID-STATE CONFERENCE	0.00	0.00	0.00	0.00	0.00
5525 MENTOR TEACHER	0.00	0.00	0.00	0.00	0.00
5530 MUSICAL	15,422.88	10,117.00	2,032.26	0.00	23,507.62
5533 NORTHEAST COMMUNITY COLLEGE	0.00	0.00	0.00	0.00	0.00
5535 PADLOCK	81.10	0.00	0.00	0.00	81.10
5536 STUDENT ASSISTANCE	4,150.99	0.00	0.00	0.00	4,150.99
5537 SPED - TRANSITION (FORMERLY RESOURCE)	5,361.88	5,446.00	4,105.68	-51.48	6,650.72
5538 SIB SHOP	2,181.22	0.00	205.41	0.00	1,975.81
5540 SPECIAL OLYMPICS	233.85	0.00	0.00	0.00	233.85
5544 STAFF SUPPORT SERVICES	3,082.30	814.27	391.58	0.00	3,504.99
5545 TAB	21.26	0.00	0.00	0.00	21.26
5550 POP MACHINE	0.00	0.00	0.00	0.00	0.00
5580 WSC #431	0.00	0.00	0.00	0.00	0.00
5600 STUDENT FEE FUND	506.00	11,750.00	0.00	0.00	12,256.00
5605 STUDENT FEES/CHROMEBOOKS	6,042.14	155.00	0.00	0.00	6,197.14

ALL Data

Current Cash Balance Report

Date: 04/01/2017 thru 06/30/2017

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
J MISCELLANEOUS Totals:	47,440.10	40,193.06	13,863.60	-51.48	73,718.08
K MIDDLE GRADES					
6005 JUNIOR HIGH SCHOOL	3,751.18	25.00	1,699.72	0.00	2,076.46
6010 MS LIBRARY	0.00	0.00	0.00	0.00	0.00
6012 JH SCIENCE	0.00	50.00	50.00	0.00	0.00
6015 MS STUDENT COUNCIL	0.00	0.00	0.00	0.00	0.00
6020 MS YEARBOOK	0.00	0.00	0.00	0.00	0.00
K MIDDLE GRADES Totals:	3,751.18	75.00	1,749.72	0.00	2,076.46
Report Totals:	152,954.80	110,133.97	95,301.30	0.00	167,787.47