

**Wayne Community Schools  
Board of Education Regular Meeting Minutes  
May 13, 2013**

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, May 13, 2013 at 5:00 PM. Notice of the meeting and place of agenda was posted at Wayne Community Schools, posted in The Wayne Herald, and online: wayneschools.org. A copy of the Nebraska Open Meetings Act was displayed for the public to read.

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

I. Call Meeting to Order

Dr. Nelson call to Wayne Board of Education to order at 5:04 p.m. on May 13, 2013.

I.a. Pledge of Allegiance

I.b. Announce Open Meeting Act Posting and Location

I.c. Action on Absence and Roll Call

Motion to excuse absent board members, if any passed with a motion by Mark Evetovich and a second by Mrs. Wendy Consoli.

Mrs. Wendy Consoli: Yes, Mark Evetovich: Yes, Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Jeryl Nelson: Yes

Motion to excuse absent board members, if any passed with a motion by Mark Evetovich and a second by Mr. Rod Garwood.

Mrs. Wendy Consoli: Yes, Mark Evetovich: Yes, Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Jeryl Nelson: Yes

I.d. Approval of the Agenda

I.e. Consent Agenda

Motion to approve the consent agenda as presented passed with a motion by Mr. Rod Garwood and a second by Mark Evetovich.

Mrs. Wendy Consoli: Yes, Mark Evetovich: Yes, Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Jeryl Nelson: Yes

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

#### I.e.II. Financial Reports and Claims

#### I.f. Personnel

#### I.f.I. Teacher Resignation

Motion to accept the resignation of Nate Wall and approve release of Mr. Wall from his contract with Wayne Community Schools for the 2013-2014 school year passed with a motion by Mr. Ken Jorgensen and a second by Mrs. Wendy Consoli.

Mrs. Wendy Consoli: Yes, Mark Evetovich: Yes, Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Jeryl Nelson: Yes

Motion to accept the resignation of Nate Wall and approve release of Mr. Wall from his contract with Wayne Community Schools for the 2013-2014 school year passed with a motion by Mr. Ken Jorgensen and a second by Mrs. Wendy Consoli.

Mrs. Wendy Consoli: Yes, Mark Evetovich: Yes, Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Jeryl Nelson: Yes

Mr. Garwood was upset and frustrated with this late resignation. Thinks we should discuss

#### I.f.II. Reading Teacher

Motion to approve the contract for Ashley Hoffman for Reading Teacher for the 2013-14 school year, pending her release from South Sioux City Public Schools passed with a motion by Mark Evetovich and a second by Mr. Rod Garwood.

Mrs. Wendy Consoli: Yes, Mark Evetovich: Yes, Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

Motion to approve the contract for Ashley Hoffman for Reading Teacher for the 2013-14 school year, pending her release from South Sioux City Public Schools passed with a motion by Mr. Ken Jorgensen and a second by Mr. Rod Garwood.

Mrs. Wendy Consoli: Yes, Mark Evetovich: Yes, Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Jeryl Nelson: Yes

Mrs. Pickinpaugh stated 22 applications interviewed three applications.

#### I.f.III. Technology Director

Motion to approve the contract for Ryan Schurman, Technology Director, for an annual salary of \$60,000 passed with a motion by Mark Evetovich and a second by Mrs. Wendy Consoli.

Mrs. Wendy Consoli: Yes, Mark Evetovich: Yes, Mr. Rod Garwood: Yes, Mr. Ken Jorgensen: Yes, Dr. Jeryl Nelson: Yes

## II. Communications from the Public on Agenda Items

No Communications from the Public

## III. Reports and Information

### III.a. Gifts

Mrs. McLaughlin stated that we have received a Pioneer grant for the for \$1,000 for the Backpack program

### III.b. Faculty, Staff and Students

#### III.b.I. Social Studies Teacher Presentation

Teachers presenting are Mrs. Thomas-first grade, Mrs. J. Lutt-second grade, Mrs. Thompson-sixth grade, Mr. Scaub- seventh & eighth grade, and Mrs. Johnson- high school. Mrs. Thomas stated the first graders, stated they learn about families and some of the units they learn about are Christmas around the world, Chinses New Year. Mrs J. Lutt

### III.c. Administration

#### III.c.I. Superintendent

##### III.c.I.1. Asbestos Removal Plan

##### III.c.I.2. Weight Room Expansion

##### III.c.I.3. Budget Update

##### III.c.I.4. Summary of National School Board Conference

##### III.c.I.5. Summer Board Retreat

##### III.c.I.6. Mid States School Bus- Rates for 2013-14

#### III.c.II. High School Principal

#### III.c.III. Special Education Director

#### III.c.IV. Elementary Principal

#### III.c.V. Junior High Principal/A.D.

### III.d. Board Committees

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

- III.d.II. Curriculum and Americanism- Wendy Consoli, Carolyn Linster, Jeryl Nelson and Misty Bear
- III.d.III. Facility/Safety- Travis Meyer, Mark Evetovich, Ken Jorgensen and Mark Hanson
- III.d.IV. Policy/Title IX- Mark Evetovich, Wendy Consoli, Jeryl Nelson and Jill Pickinpaugh
- III.d.V. Finance(Inc. Transportation & Budget)- Mark Lenihan, Wendy Consoli, Rod Garwood, Ken Jorgensen, and Rochelle Nelson
- III.d.VI. Negotiations- Jeryl Nelson, Carolyn Linster, Mark Evetovich, and Mark Lenihan
- IV. Action Items
  - IV.a. Old Business
  - IV.b. New Business
    - IV.b.I. Security Camera Bids
    - IV.b.II. Science Text Books
    - IV.b.III. Elementary Student Handbook- First Reading
    - IV.b.IV. Jr/Sr High School Student HandBook- First Reading
    - IV.b.V. C.W. Suter- Boiler Service Agreement
    - IV.b.VI. Right As Rain-Randy Rubendall out door sprinkler system
    - IV.b.VII. Salary Schedule for Non-Certified Staff
- V. Boardsmanship
  - V.a. Honor Coffee- The Board will recess for Honor Coffee at 6:30 p.m. in the Jr-Sr High School Commons
  - V.b. Open Meeting Law Workshop-June 27, 2013- Norfolk- LLC
- VI. Future Agenda Items
- VII. Executive Session
- VIII. Action taken from Executive Session
- IX. Adjournment

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Deb Daum, Secretary

**Minutes  
Wayne Board of Education  
Regular Meeting  
April 8, 2013**

The regular meeting of the Wayne Board of Education was held at Wayne Jr-Sr High School, Wayne, Nebraska, on Monday, April 8, 2013 at 5:01 p.m. Notice of the meeting and place of agenda was published in the Wayne Herald. A copy of the Nebraska Open Meetings Act was displayed for the public to read.

The Pledge of Allegiance was recited.

**Action on Absence and Roll Call**

The following Board members answered to roll call: Mrs. Wendy Consoli, Mr. Mark Evetovich, Mr. Rod Garwood, Mr. Ken Jorgensen, Dr. Carolyn Linster and Dr. Jeryl Nelson. Also in attendance, Attorney, Mr. Eric Knutson.

**Approval of the Agenda**

Motion by Garwood, second by Evetovich to approve the agenda as presented. Motion passed. Roll call vote: Wendy Consoli, Yes; Mark Evetovich, Yes; Rod Garwood, Yes; Ken Jorgensen, Yes; Carolyn Linster, Yes; Jeryl Nelson, Yes.

**Consent Agenda**

**Approval of Minutes from Previous Meetings**

**Financial Reports and Claims**

Motion by Garwood, second by Consoli to approve the list of the Consent Agenda, minutes from March 11, 2013, Regular meeting, and financial claims. Motion passed. Roll call vote: Wendy Consoli, Yes; Mark Evetovich, Yes; Rod Garwood, Yes; Ken Jorgensen, Yes; Carolyn Linster, Yes; Jeryl Nelson, Yes.

**Personnel**

**Teacher Resignation**

Motion by Jorgensen, second by Consoli to accept resignation of Mr. Brad Weber, Band Instructor, with regrets. Mr. Weber has worked for the district for 27 yrs. Motion passed. Roll call vote: Wendy Consoli, Yes; Mark Evetovich, Yes; Rod Garwood, Yes; Ken Jorgensen, Yes; Carolyn Linster, Yes; Jeryl Nelson, Yes.

**Hiring of Band Instructor for 2013-14**

Motion by Nelson, second by Evetovich to approve the contract for Mr. Marcus Brown as Band Instructor for the 2013-14 school year. Motion passed: Discussion: Mr. Hanson stated 21 applications were received. All agreed with hiring Mr. Brown. He is well qualified, and has big shoes to fill. He has worked with Waverly Band, marched for UNL and has good recommendation. Roll call vote: Wendy Consoli, Yes; Mark Evetovich, Yes; Rod Garwood, Yes; Ken Jorgensen, Yes; Carolyn Linster, Yes; Jeryl Nelson, Yes.

**Communications from the Public on Agenda Items**

No communication from the Public

**Reports and Information**

**Gifts** - No Gifts at this time

**Faculty, Staff and Students**

**Language Arts Presentation - Teaching staff**

Mrs. Garvin- discussed the reading standards for 1-3 grades. There is a test to meet everyone's needs. Special tests for 504 students. They use a mobile lab.

Mrs. MaryAnn Lutt- 7th & 8th grade.

Grade seven is a transitional year- writing and storytelling. Six traits of writing teach each trait for individual students. Rubrics used for each writing assignments.

Grade eight writing is area of emphasis since they are tested in the State Writing Assessments.

Mr. Ruhl and Mrs. Pickinpaugh are doing incentives for each student testing to do a better job on their standardized testing.

Mrs. Hypse and Mrs. Ruhl- High School Students- They have revamped the high school reading curriculum. Both teachers have websites for students to review their courses.

**Chris Ellis- Water Treatment Specialist**

This system is upgrading our present water system at the elementary. This system will maximize system efficiency to conserve energy and reduce water consumption, reduces operating and maintenance costs. This contract is one year. They will install their equipment and take care of this equipment.

## **Administration Superintendent**

Mr. Lenihan stated the last day of school for 2012-13 school year is Thursday, May 23, with a noon dismissal, regarding the students doing well on the NeSA tests. This is an incentive for the students to do well.

Budget updates include an itemized list of general fund revenues and expenditures. He has also attached a model of state aid should the current bill, LB 407, go into law. Per this model we will be down approximately \$187,000 in state aid.

A letter explaining how the federal budget sequester will influence our interest rebate on our Build America Bonds is attached. Mr. Lenihan has also received a new payment plan from Ameritas that will outline our payments and give us direction regarding taxing per the Qualified Capital Undertaking Fund budget item.

Later in the meeting the School Board will vote on the proposed salary schedule for para-educators and cooks for 2013-14. In May, Mr. Lenihan will have a proposal for the remainder of the classified staff. Consideration based on law, advice from legal counsel, and a recommendation from the board finance committee was taken prior to arriving at this recommendation.

Lock-down level 1 Mr. Lenihan received a phone call from the police department stating that a gun shot was heard by St. Mary's school. Both schools went on lock-down. Students and staff remained in the facilities and no one was admitted into the school until lock-down was cleared.

Community organization for the betterment of our youth. Dr. Linster, Mrs. Consoli and Mr. Lenihan serve on this committee and met on April 4th with the planning team.

Carroll State of School visit. Mr. Lenihan hasn't set a date yet. This will not be an advertised board meeting, so up to three board members can attend.

## **High School Principal**

Mr. Hanson stated they will be reviewing with students before the NeSA test. This will help refresh what they learned three years ago. He also stated that April and May are a time of banquets, prom and honor nights. A lot of activities are going on at the end of the year.

## **Special Education Director**

Mrs. Bear stated that the District's Autism team kicked off Autism Awareness month by participating in "Light It Up Blue" day on April 2. The 2nd annual "Spring Sprints" for students with developmental disabilities will be held on April 26th at Kern track.

## **Elementary Principal**

Mrs. Pickinpaugh stated that Kim Bentjen, a pharmacist from PMC, spoke to grades 4-6 about poison and new concerns with medicines being used inappropriately. Also there is a interest to start a backpack food program. The Food Pantry contacted Mrs. Pickinpaugh to help get this program underway. There are no set plans yet and she is open for suggestions.

## **Junior High Principal/A.D.**

Mr. Ruhl stated that he visited Columbus Scotus in March for an accreditation visit through AdvancED.

He is planning on having 7th grade orientation on May 7 starting at 6:30 p.m.

The NSAA Representative Assembly will be meeting on Friday, April 12. Mr. Ruhl will be participating as the chairperson for District III.

## **Board Committees**

**Foundation and Community Relations- Rocky Ruhl, Ken Jorgensen, Rod Garwood, Carolyn Linster, Mark Lenihan and Lindsay McLaughlin-** Mrs. McLaughlin stated we have received \$ 1,000 grant. The tailgate party at Werner Field went well.

Out for Honor Coffee at 6:34 p.m.

In from Honor Coffee at 7:15 p.m.

**Curriculum and Americanism- Wendy Consoli, Carolyn Linster, Jeryl Nelson and Misty Bear-** No Report

**Facility/Safety- Travis Meyer, Mark Evetovich, Ken Jorgensen and Mark Hanson-** Mr. Meyer stated that it is estimated to cost the District between \$70 and \$100,000 to remove the asbestos, then the building will be demolished. Mr. Meyer and Mr. Lenihan have put together a list of items that will need maintenance during the summer.

**Policy/Title IX- Mark Evetovich, Wendy Consoli, Jeryl Nelson and Jill Pickinpaugh-** No Report

**Finance (Inc. Transportation & Budget)- Mark Lenihan, Wendy Consoli, Rod Garwood, Ken Jorgensen, and Rochelle Nelson -** Mr. Lenihan had an update in his report

**Negotiations- Jeryl Nelson, Carolyn Linster, Mark Evetovich, and Mark Lenihan-** No Report

## **Action Items**

### **Old Business**

#### **Policy 1205-Agenda and Board Packet**

Motion by Garwood, second by Jorgensen to approve Policy 1205- Agenda and Board Packet. Motion passed. E-meetings are included also. Roll call vote: Wendy Consoli, Yes; Mark Evetovich, Yes; Rod Garwood, Yes; Ken Jorgensen, Yes; Carolyn Linster, Yes; Jeryl Nelson, Yes.

**Policy 1208- Order of Business for Regular Meeting**

Motion by Jorgensen, second by Nelson to approve Policy 1208 – Order of Business for the second reading. Motion passed. Roll call vote: Wendy Consoli, Yes; Mark Evetovich, Yes; Rod Garwood, Yes; Ken Jorgensen, Yes; Carolyn Linster, Yes; Jeryl Nelson, Yes.

**Policy 1303- Schedule for Policy Review**

Motion by Jorgensen, second by Evetovich to approve Policy 1303- Schedule for Policy Review, for the 2nd reading. Motion passed: Roll call vote: Wendy Consoli, Yes; Mark Evetovich, Yes; Rod Garwood, Yes; Ken Jorgensen, Yes; Carolyn Linster, Yes; Jeryl Nelson, Yes.

**Policy 2008- Administrative Position Review**

Motion by Evetovich, second by Nelson to approve Policy 2008- Administration Position Review for second reading. Motion passed. Roll call vote: Wendy Consoli, Yes; Mark Evetovich, Yes; Rod Garwood, Yes; Ken Jorgensen, Yes; Carolyn Linster, Yes; Jeryl Nelson, Yes.

**Policy 2101-Authority and Responsibility of Superintendent.**

Motion by Ken Jorgensen and second by Wendy Consoli to approve Policy 2101- Authority and Responsibility of Superintendent, for the second reading. Motion passed. Roll call vote: Wendy Consoli, Yes; Mark Evetovich, Yes; Rod Garwood, Yes; Ken Jorgensen, Yes; Carolyn Linster, Yes; Jeryl Nelson, Yes.

**Policy 6000- Instructional Program Philosophy**

Motion by Ken Jorgensen and second by Jeryl Nelson, to approve Policy 6000- Instructional Program Philosophy for the second reading. Motion passed. Roll call vote: Wendy Consoli, Yes; Mark Evetovich, Yes; Rod Garwood, Yes; Ken Jorgensen, Yes; Carolyn Linster, Yes; Jeryl Nelson, Yes.

**New Business****Health Insurance Rates for 2013-14**

Motion by Ken Jorgensen and second by Wendy Consoli to approve health insurance rates from Coventry for the 2013-14 school year. Motion passed. Wendy Consoli, Yes; Mark Evetovich, Yes; Rod Garwood, Yes; Ken Jorgensen, Yes; Carolyn Linster, Yes; Jeryl Nelson, Yes.

**Ameritas Dental Rates for 2013-14**

Motion by Ken Jorgensen and second by Wendy Consoli, to approve dental insurance rates from Ameritas for the 2013-14 school year. Motion passed. Discussion: More Dentists are picking these plans up. Option 1 is our current option. Roll call vote: Wendy Consoli, Yes; Mark Evetovich, Yes; Rod Garwood, Yes; Ken Jorgensen, Yes; Carolyn Linster, Yes; Jeryl Nelson, Yes.

**Salaries for Para-educators and cooks**

Motion by Mark Evetovich and second by Ken Jorgensen, to approve proposed salary schedule for para-educators and cooks for the 2013-14 school year as presented. Motion passed. Discussion: Mr. Lenihan stated that he thought this was a fair way to do salaries. Adding additional cook and changing a secretary position from half time to full time. Roll call vote: Wendy Consoli, Yes; Mark Evetovich, Yes; Rod Garwood, Yes; Ken Jorgensen, Yes; Carolyn Linster, Yes; Jeryl Nelson, Yes.

**Water Treatment**

Motion by Ken Jorgensen and second by Jeryl Nelson, to approve the contract for Chemsearch Water Treatment as presented. Motion passed. Roll call vote: Wendy Consoli, Yes; Mark Evetovich, Yes; Rod Garwood, Yes; Ken Jorgensen, Yes; Carolyn Linster, Yes; Jeryl Nelson, Yes.

**Boardsmanship**

**Honor Coffee - The board will recess for honor coffee at 6:30 in the Junior/Senior High Commons.**

**NASB - Back to Basics School Law –** Mr. Lenihan would like to invite any of the administrators or Board to attend this meeting.

**Future Agenda Items**

If we hire a Reading Teacher we will have a special meeting to approve this person, First Reading Student Handbooks- Discussion: Have the policy committee review the handbooks for the first reading and then present to the Board at the May Board meeting

**Executive Session**

No Executive session needed

**Action taken from Executive Session**

No Executive Session- no action taken

**Adjournment**

Meeting adjourns at 7:50 p.m.

**Next Board of Education Meeting, Monday, May 12, 2013, Wayne Jr/Sr High Library at 5:00 PM**

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Ann Ruwe, Secretary

# Checks for Payment Listing

Direct Dep.	Check	Check Date	Payable To	Description	Amount
<b>01 - GENERAL FUND</b>					
	00012282	05/10/2013	Arnie's Ford	Vehicle Inspections and maint	28.39
	00012282	05/10/2013	Arnie's Ford	Vehicle Inspections and maint	15.80
	00012282	05/10/2013	Arnie's Ford	Vehicle Inspections and maint	15.80
	00012282	05/10/2013	Arnie's Ford	Vehicle Inspections and maint	28.39
	00012282	05/10/2013	Arnie's Ford	Vehicle Inspections and maint	34.44
	00012282	05/10/2013	Arnie's Ford	Vehicle Inspections and maint	15.80
	00012282	05/10/2013	Arnie's Ford	Vehicle Inspections and maint	65.58
	00012282	05/10/2013	Arnie's Ford	Vehicle Inspections and maint	34.30
	00012282	05/10/2013	Arnie's Ford	Vehicle Inspections and maint	15.80
	00012282	05/10/2013	Arnie's Ford	Vehicle Inspections and maint	15.80
	00012282	05/10/2013	Arnie's Ford	Vehicle Inspections and maint	52.99
	00012282	05/10/2013	Arnie's Ford	Vehicle Inspections and maint	35.92
	00012283	05/10/2013	Bomgaars	veh./bldg/grounds/cust. sup.	102.64
	00012283	05/10/2013	Bomgaars	veh./bldg/grounds/cust. sup.	32.75
	00012283	05/10/2013	Bomgaars	veh./bldg/grounds/cust. sup.	7.47
	00012283	05/10/2013	Bomgaars	veh./bldg/grounds/cust. sup.	23.98
	00012284	05/10/2013	Chemsearch	Water Treatment Cont	982.90
	00012285	05/10/2013	Curtis& Coleen Jeffries (Copy Write	Sped Letterhead, Office Supp	65.04
	00012285	05/10/2013	Curtis& Coleen Jeffries (Copy Write	Sped Letterhead, Office Supp	153.92
	00012285	05/10/2013	Curtis& Coleen Jeffries (Copy Write	Sped Letterhead, Office Supp	119.24
	00012285	05/10/2013	Curtis& Coleen Jeffries (Copy Write	Sped Letterhead, Office Supp	32.52
	00012286	05/10/2013	Diamond Center	grauation plaques	129.60
	00012286	05/10/2013	Diamond Center	grauation plaques	97.65
	00012287	05/10/2013	Egan Supply Co.	Cust & Build Supp	1,620.74
	00012287	05/10/2013	Egan Supply Co.	Cust & Build Supp	312.16
	00012288	05/10/2013	First National Bank Omaha	Bd Travel, Supt Travel	1,874.86
	00012288	05/10/2013	First National Bank Omaha	T.supply, guid supp, phone, fu <i>HS</i>	395.34
	00012288	05/10/2013	First National Bank Omaha	T.supply, guid supp, phone, fu <i>HS</i>	66.99
	00012288	05/10/2013	First National Bank Omaha	T.supply, guid supp, phone, fu <i>Power Drive</i>	176.01
	00012288	05/10/2013	First National Bank Omaha	Bd Travel, Supt Travel	1,204.22
	00012288	05/10/2013	First National Bank Omaha	T.supply, guid supp, phone, fu	229.98
	00012288	05/10/2013	First National Bank Omaha	T.supply, guid supp, phone, funeral	45.45
	00012288	05/10/2013	First National Bank Omaha	T.supply, guid supp, phone, fu <i>M. Beale Recy</i>	595.03
	00012289	05/10/2013	Follett Software Company	lexile book labels/ES libr. su	110.34
	00012290	05/10/2013	Hobby Lobby Stores, Inc.	HS Art Supp, <u>HS Facs</u>	87.52
	00012290	05/10/2013	Hobby Lobby Stores, Inc.	<u>HS Art Supp</u> , HS Facs	105.87
	00012291	05/10/2013	Lids Team Sports	HS WR singlets	950.00
	00012292	05/10/2013	Love Signs	lettering for both buildings	74.00
	00012293	05/10/2013	Mid States School Bus, Inc.	XS Fuel, Ath, Fied Tr, Band <i>HS</i>	2,305.57
	00012293	05/10/2013	Mid States School Bus, Inc.	XS Fuel, Ath, Fied Tr, Band <i>718</i>	446.12
	00012293	05/10/2013	Mid States School Bus, Inc.	<u>XS Fuel</u> , Ath, Fied Tr, Band	3,159.71
	00012293	05/10/2013	Mid States School Bus, Inc.	XS Fuel, Ath, <u>Fied Tr</u> , Band <i>EL</i>	22.74
	00012293	05/10/2013	Mid States School Bus, Inc.	XS Fuel, Ath, <u>Fied Tr</u> , Band <i>HS</i>	702.60
	00012293	05/10/2013	Mid States School Bus, Inc.	XS Fuel, Ath, Fied Tr, <u>Band</u> <i>718</i>	318.32
	00012293	05/10/2013	Mid States School Bus, Inc.	Reg routes	29,671.56
	00012293	05/10/2013	Mid States School Bus, Inc.	XS Fuel, Ath, Fied Tr, <u>Band</u> <i>HS</i>	495.49
	00012294	05/10/2013	Nebraska Council Of School	Beair, Pickinpaugh data conf r	100.00
	00012294	05/10/2013	Nebraska Council Of School	membership renewal <i>Lanshan</i>	771.00
	00012294	05/10/2013	Nebraska Council Of School	Beair, Pickinpaugh data conf r	100.00

# Checks for Payment Listing

Direct Dep.	Check	Check Date	Payable To	Description	Amount
	00012295	05/10/2013	Pac 'n' Save	7/8, HS FACS Office Supply	64.27
	00012295	05/10/2013	Pac 'n' Save	7/8, HS FACS Office Supply	7.80
	00012295	05/10/2013	Pac 'n' Save	7/8, HS FACS Office Supply	206.34
	00012296	05/10/2013	Providence Medical Center	April Services	2,788.66
	00012296	05/10/2013	Providence Medical Center	April Services	2,956.56
	00012297	05/10/2013	Shopko	Sped phone minutes and supply	20.36
	00012297	05/10/2013	Shopko	Sped phone minutes and supply	17.99
	00012298	05/10/2013	Wingate By Wyndham	Lodging - Stat Data conf	87.95
	00012298	05/10/2013	Wingate By Wyndham	Lodging - Stat Data conf	87.95
	00012299	05/10/2013	Zach Oil Company	Field Tr, Inserv, Supt, Ground <i>Sped</i>	326.13
	00012299	05/10/2013	Zach Oil Company	<del>Field Tr</del> , Inserv, Supt, Ground <i>7/8</i>	41.90
	00012299	05/10/2013	Zach Oil Company	Field Tr, Inserv, <u>Supt</u> , Ground	70.01
	00012299	05/10/2013	Zach Oil Company	Field Tr, Inserv, Supt, Ground <i>W/M HS</i>	685.44
	00012299	05/10/2013	Zach Oil Company	<del>Field Tr</del> , Inserv, Supt, Ground <i>HS</i>	296.03
	00012299	05/10/2013	Zach Oil Company	Field Tr, Inserv, Supt, <u>Ground</u>	244.66
	00012299	05/10/2013	Zach Oil Company	Field Tr, Inserv, Supt, Ground <i>EL Print Truck</i>	20.59
	00012299	05/10/2013	Zach Oil Company	Field Tr, Inserv, Supt, Ground <i>Sped Truck</i>	20.60
	00012299	05/10/2013	Zach Oil Company	Field Tr, Inserv, Supt, Ground <i>Tech Truck</i>	43.96
	00012299	05/10/2013	Zach Oil Company	Field Tr, Inserv, Supt, Ground <i>Pickup</i>	303.11
	00012299	05/10/2013	Zach Oil Company	Field Tr, <u>Inserv</u> , Supt, Ground <i>HS</i>	377.76
<b>01 - GENERAL FUND Totals:</b>					<b>56,716.41</b>
<b>Report Total:</b>					<b>56,716.41</b>

# Checks for Payment Listing

Direct	Dep.	Check	Check Date	Payable To	Description	Amount
	<b>02 - LUNCH FUND</b>					
		00003128	05/13/2013	Strategic Equipment, Inc.	food service equip.	10,305.35
					<b>02 - LUNCH FUND Totals:</b>	<u>10,305.35</u>
					<b>Report Total:</b>	<u><u>10,305.35</u></u>

# Checks for Payment Listing

Direct	Dep.	Check	Check Date	Payable To	Description	Amount
	<b>01 - GENERAL FUND</b>					
		000EFT29	05/10/2013	State National Bank and Trust Co.	Bank Fees	160.28
					<b>01 - GENERAL FUND Totals:</b>	<u>160.28</u>
					<b>Report Total:</b>	<u><u>160.28</u></u>

# Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
<b>01 - GENERAL FUND</b>					
	00012300	05/13/2013	ESU #2	Tech Cont Serv & Mileage	5,300.00
	00012300	05/13/2013	ESU #2	Tech Cont Serv & Mileage	949.20
	00012301	05/13/2013	Nebraska Link	Dist Learning	614.40
	00012302	05/13/2013	Rainbow World Child Care Center and	Early Child Services	150.00
	00012302	05/13/2013	Rainbow World Child Care Center and	Early Child Services	192.00
<b>01 - GENERAL FUND Totals:</b>					<b>7,205.60</b>
<b>Report Total:</b>					<b>7,205.60</b>

# Checks for Payment Listing

Direct Dep.	Check	Check Date	Payable To	Description	Amount
<b>01 - GENERAL FUND</b>					
	00012224	05/07/2013	Advance Education, Inc.	Accreditation Fees All schools	1,300.00
	00012225	05/07/2013	American Broadband CLEC	phone	246.92
	00012226	05/07/2013	Anthony Cantrell	Fuel for Power Drive Trip	68.50
	00012227	05/07/2013	Barone Security Systems	Annual Fire Inspection	2,562.00
	00012228	05/07/2013	Beiermann Electric	Lighting at track building	319.95
	00012229	05/07/2013	Black Hills Energy	utilities	209.74
	00012229	05/07/2013	Black Hills Energy	utilities	543.61
	00012229	05/07/2013	Black Hills Energy	utilities	49.02
	00012230	05/07/2013	Carlson West Povondra Architects	4/4 Punchlist trip	955.30
	00012231	05/07/2013	City Of Wayne	Utilities	45.94
	00012231	05/07/2013	City Of Wayne	Utilities	906.22
	00012231	05/07/2013	City Of Wayne	Utilities	4,015.92
	00012231	05/07/2013	City Of Wayne	Utilities	527.18
	00012231	05/07/2013	City Of Wayne	Utilities	707.24
	00012231	05/07/2013	City Of Wayne	Utilities	5,005.47
	00012232	05/07/2013	Constellation NewEnergy Gas Div., LLC	utilities	632.29
	00012232	05/07/2013	Constellation NewEnergy Gas Div., LLC	utilities	86.14
	00012232	05/07/2013	Constellation NewEnergy Gas Div., LLC	utilities	1,766.79
	00012233	05/07/2013	Dakota One Leasing Company	copier leases	1,480.00
	00012234	05/07/2013	Doescher Appliance	FACS oven repairs	29.00
	00012234	05/07/2013	Doescher Appliance	FACS oven repairs	29.00
	00012235	05/07/2013	Egan Supply Co.	cust supp	329.88
	00012236	05/07/2013	Electrical Engineering & Equipment	lighting supplies	140.02
	00012236	05/07/2013	Electrical Engineering & Equipment	light fixture supplies	157.90
	00012237	05/07/2013	ESU #1	billing 1/1/13 to 3/22/13	6,650.00
	00012237	05/07/2013	ESU #1	billing 1/1/13 to 3/22/13	1,866.25
	00012237	05/07/2013	ESU #1	billing 1/1/13 to 3/22/13	16,195.55
	00012237	05/07/2013	ESU #1	billing 1/1/13 to 3/22/13	1,976.94
	00012237	05/07/2013	ESU #1	billing 1/1/13 to 3/22/13	26,382.00
	00012237	05/07/2013	ESU #1	billing 1/1/13 to 3/22/13	24,760.00
	00012237	05/07/2013	ESU #1	billing 1/1/13 to 3/22/13	16,125.00
	00012238	05/07/2013	Farmer Company	office supplies	19.13
	00012238	05/07/2013	Farmer Company	office supplies	19.13
	00012238	05/07/2013	Farmer Company	office supplies	19.14
	00012238	05/07/2013	Farmer Company	office supplies	19.13
	00012239	05/07/2013	Holiday Inn Express & Suites -Lincoln	All State music Lodging	267.00
	00012239	05/07/2013	Holiday Inn Express & Suites -Lincoln	All State music Lodging	534.00
	00012239	05/07/2013	Holiday Inn Express & Suites -Lincoln	All State music Lodging	89.00
	00012240	05/07/2013	J.W. Pepper & Son Inc.	HS band music	59.99
	00012240	05/07/2013	J.W. Pepper & Son Inc.	HS band music	60.00
	00012240	05/07/2013	J.W. Pepper & Son Inc.	ES/JH band music	4.15
	00012240	05/07/2013	J.W. Pepper & Son Inc.	ES/JH band music	320.00
	00012240	05/07/2013	J.W. Pepper & Son Inc.	HS Choir Music	37.99
	00012240	05/07/2013	J.W. Pepper & Son Inc.	HS band music	60.00
	00012240	05/07/2013	J.W. Pepper & Son Inc.	ES/JH band music	163.00
	00012240	05/07/2013	J.W. Pepper & Son Inc.	HS band music	42.00
	00012240	05/07/2013	J.W. Pepper & Son Inc.	HS band music	31.99
	00012240	05/07/2013	J.W. Pepper & Son Inc.	HS Choir Music	47.74
	00012241	05/07/2013	Kathy Ostrand	Cardstock for EL	46.42

*Re-issue  
check*

# Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
	00012242	05/07/2013	Laurel-Concord Public Schools	Homeless assistance mileage	364.42
	00012243	05/07/2013	LMR Consultants	Fcc License Fee	275.00
	00012244	05/07/2013	Love Signs	ADA signs. door signs	4,725.00
	00012244	05/07/2013	Love Signs	ADA signs. door signs	60.00
	00012245	05/07/2013	Marco	copier usage	239.49
	00012246	05/07/2013	Menards - Norfolk	bldg./grounds maint.	10.49
	00012246	05/07/2013	Menards - Norfolk	bldg./grounds maint.	29.44
	00012247	05/07/2013	Northeast Nebraska Insurance	WSC Addl Insured	51.00
	00012248	05/07/2013	Norfolk Daily News	Help Wanted	365.20
	00012249	05/07/2013	Oriental Trading Co.	ES t. supply	79.24
	00012250	05/07/2013	Percussion Source	HS/78 band repairs	29.95
	00012250	05/07/2013	Percussion Source	HS/78 band repairs	29.95
	00012251	05/07/2013	Pieper, Miller	Retainers for March * April	200.00
	00012252	05/07/2013	Pollard Pumping, Inc.	Portable Toilets for track eve	600.00
	00012253	05/07/2013	Providence Medical Center	March Fees	2,445.47
	00012253	05/07/2013	Providence Medical Center	March Fees	2,706.64
	00012254	05/07/2013	Robert Woehler & Sons Construction, Inc.	snow removal	1,440.00
	00012255	05/07/2013	Spethman Plumbing	EL repairs	82.50
	00012255	05/07/2013	Spethman Plumbing	EL repairs	3.50
	00012256	05/07/2013	Wayne Area Economic Development, Inc	Lenihan, Ruhl Dues	35.00
	00012256	05/07/2013	Wayne Area Economic Development, Inc	Lenihan, Ruhl Dues	35.00

**01 - GENERAL FUND Totals: 131,716.87**

**Report Total: 131,716.87**

# Checks for Payment Listing

Direct					Amount
Dep.	Check	Check Date	Payable To	Description	
<b>01 - GENERAL FUND</b>					
	00012257	05/09/2013	Beiermann Electric	correct underpayment of inv	30.00
	00012258	05/09/2013	Carhart Lumber Company	buld Maint	6.02
	00012259	05/09/2013	De Lage Landen	color copier	270.57
	00012260	05/09/2013	Egan Supply Co.	Build Maint	243.59
	00012261	05/09/2013	Electrical Engineering & Equipment	Lamp ballasts	380.30
	00012262	05/09/2013	Gill Hauling, Inc.	sanitation	460.00
	00012262	05/09/2013	Gill Hauling, Inc.	Roll off container old el	316.20
	00012263	05/09/2013	Grossenburg Implement, Inc.	tractor repairs	643.05
	00012264	05/09/2013	Kooi Communications, Inc.	Phone maint	495.76
	00012265	05/09/2013	Nebraska Council Of School	M.Beair Membership dues	524.00
	00012266	05/09/2013	One Source	background check	15.00
	00012267	05/09/2013	Pieper, Miller	April Services	208.00
	00012267	05/09/2013	Pieper, Miller	May retainter	100.00
	00012268	05/09/2013	Susan Holdstedt (DBA S&H Tax Service)	May 125 fee	176.70
	00012269	05/09/2013	S.D. 17 Petty Cash Account	Reg for Math cont	60.00
	00012270	05/09/2013	Taylor Music	HS & MS Band repairs	26.00
	00012270	05/09/2013	Taylor Music	HS & MS Band repairs	64.50
	00012270	05/09/2013	Taylor Music	HS & MS Band repairs	64.50
	00012271	05/09/2013	Travis Meyer	EL tables, registration	35.00
	00012271	05/09/2013	Travis Meyer	EL tables, registration	341.89
	00012272	05/09/2013	Wakefield Community School	Hill, Ruhl powerschool trainin	738.41
	00012272	05/09/2013	Wakefield Community School	Hill, Ruhl powerschool trainin	738.42
	00012273	05/09/2013	Wayne Auto Parts Inc.	Build maint, vehicle maint	16.52
	00012273	05/09/2013	Wayne Auto Parts Inc.	Build maint, vehicle maint	35.96
	00012274	05/09/2013	Wayne Herald/Morning Shopper	legals, website, tab ad	100.00
	00012274	05/09/2013	Wayne Herald/Morning Shopper	legals, website, tab ad	185.00
	00012274	05/09/2013	Wayne Herald/Morning Shopper	legals, website, tab ad	262.89
	00012275	05/09/2013	Zach Heating and Cooling	EL & HS repairs	220.70
	00012275	05/09/2013	Zach Heating and Cooling	EL & HS repairs	180.00
	00012275	05/09/2013	Zach Heating and Cooling	EL & HS repairs	4.50
<b>01 - GENERAL FUND Totals:</b>					<b>6,943.48</b>
<b>Report Total:</b>					<b>6,943.48</b>

## Superintendent Board Report – Mr. Mark Lenihan – 5-13-13

### **(1) Board Goal 1 – Student Achievement**

- a. Last day of school – NeSA incentive day

\* Per our 2012-13 school calendar the last day of school is Thursday, May 23<sup>rd</sup>, with a noon dismissal. We will have achieved well over the required hours per Rule 10.

\* While we showed good improvement from last years' goal, we did not quite achieve the goal of 85% proficient including percentage of improvement. We ended at 83%. The final day of school will be Thursday, May 23 with a noon dismissal.

### **(2) Board Goal 2 – Finances and Facilities**

- a. Budget update – an itemized list of general fund revenues and expenditures is being presented and is attached.

b. Based on the increases for para-educators, cooks, custodians, and secretaries I have attached a completed schedule for non-certified staff.

c. Weight room expansion – The Athletic Booster's have approached the school with a proposal for improving and upgrading the weight room. Part of this upgrade would be for the school to expand the weight room an additional 30-40 feet to the west. We are waiting on pricing for this work and will solicit volunteers for some of the work.

d. Asbestos removal plan – We have hired Cardno ACT to help us with the spec's, bidding process, and completion of asbestos removal. The time frame is as follows:

\* May 10<sup>th</sup> – bids are due

\* May 17<sup>th</sup> – bids to be opened

\* May 20<sup>th</sup> – Special board meeting to approve winning bid

\* June 4<sup>th</sup> – work begins after 10 day notification to the State of Nebraska

\* July 14<sup>th</sup> – work to be completed

e. The price increases (3%) for bus services for next year is attached. We are in the midst of a four year contract with Mid-St Bus.

### **(3) Board Goal 3 – Communication**

- a. National School Board Conference summary

b. Summer school board retreat – need to set a date



**MID STATES SCHOOL BUS, INC**  
216 West 1<sup>st</sup> St  
Wayne, NE 68787  
402-375-2887

**ADDENDUM TO THE WAYNE COMMUNITY SCHOOL CONTRACT**

Rates for the 2013-2014 school year will be as follows:

Regular Routes will be billed at \$30,561.71 monthly for a period of 9 months.

Activities will be billed at \$1.48 per mile and \$13.11 per hour sitting time; with a minimum trip of \$23.42 (yellow bus)

For trips that are cancelled, without a 24-hour notice, there is a \$40.53 canceled trip fee.

In-town shuttle service: \$26.10 per round trip; sit time, if incurred, will be billed at \$13.11 per hour.

Deadhead miles for additional buses brought into the district for activities will be billed at \$1.34 per mile.

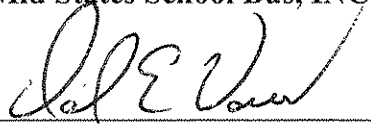
Payment is due within three (3) business days after monthly board meetings.

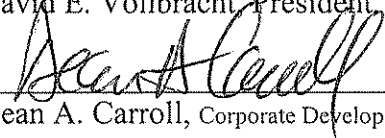
**Wayne Community School**

\_\_\_\_\_  
Mark Lenihan, Superintendent

\_\_\_\_\_  
Witness

**Mid States School Bus, INC.**

  
\_\_\_\_\_  
David E. Vollbracht, President

  
\_\_\_\_\_  
Dean A. Carroll, Corporate Development Mgr.

**Board Report for May 13, 2013**  
**Mark Hanson - High School Principal**

- Honors Night - April 26. Congratulations to academic letter winners and scholarship recipients.
- Kiwanis Banquet – was held on April 28. Excellent attendance. All but three were able to attend in grades 7-12.
- Parent/HS Student handbook changes for the 2013-14 school year are outlined in the board packet.
- May 2 – Seniors over 10 days of absence appeal for credit. Six appeals necessary.
- May 8 – Senior breakfast, Time capsule, and graduation practice. Last day for seniors. All went well.
- Graduation – May 11 at 2:00 at Rice auditorium.
- May 16 – Grades 9-11 students that are over 10 days of absence appeal for credit.
- May 24 – Last day for students. 11:00 – 11:30 staggered dismissal.
- May 29 – Classroom instruction for driver education will begin at WSC. The classroom portion will be held at WSC.
- NeSA testing is completed in the high school.

# ***Administrative Regulation 6004***

## **Instruction**

### **High Ability Learner Education**

#### **Philosophy**

The Wayne Community School District recognizes the unique characteristics of individual students and strives to create an educational program that meets the needs of all students. The High Ability Learner (HAL) Program is a multidimensional program which utilizes a variety of teaching strategies and curriculum approaches to challenge, motivate, provide success, and advance student learning to its fullest level.

The development of enrichment and accelerated programs supports the district's commitment to meeting the needs of those students who demonstrate a special talent or high ability that is not appropriately met through the regular curriculum.

#### **Definition of High Ability Learner**

According to the Nebraska Revised Statute Sec 79-1107(3): "Learner with high ability shall mean a student who gives evidence of high performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields and who requires accelerated or differentiated curriculum programs in order to develop those capabilities fully." {Nebraska Revised Statutes}

#### **Operational Definition**

Wayne Community Schools recognizes students have opportunities at school and in the community to develop specific talents in the areas of creativity, leadership, intellectual capacity, visual and performing arts, and specific academic fields.

Wayne Community Schools will identify learners with high ability who differ markedly from their peers in abilities, interests, and psychological maturity; as demonstrated through evidence of high performance ability in academic, intellectual, and/or creative.

#### **Identification Procedure for the High Ability Learner**

Wayne Community Schools will utilize

Part I- Identification of students who scored in the 90<sup>th</sup> percentile and above on the schools standardized achievement test (Measures of Academic Progress – MAP) and/or were found to exceed the Nebraska State Standards test(s) (NeSA) that were given the prior school year.

Part II - Identification of students who are referred by parents or teachers through a nomination form that includes observations, classroom performance, report card grades, and other measures of achievement.

Part III – Qualification using the HAL Matrix which includes Achievement/IQ testing

### **Program Services, Options, Strategies**

Following the identification of a high-ability learner the HAL coordinator will meet with the student's team (building principal, parents, teachers, and student) to determine the best strategies for enhancing student learning. The student's HAL team will meet annually to develop an individualized plan. The following examples are options available for consideration;

#### **3-6**

Differentiated Curriculum  
Curriculum Enrichment  
Curriculum Compacting  
Curriculum Acceleration  
Subject Acceleration  
Extra Curricular School Offerings  
Extra-Curricular Non-School Offering  
Independent Study/Research Design  
Destination Imagination  
Odyssey of the Mind  
Young Authors Festival  
Norfolk High Achievers Program  
Available Summer Programs  
Duke TIPS program  
Mentoring Programs

#### **7-12**

Differentiated Curriculum  
Curriculum Enrichment  
Curriculum Compacting  
Curriculum Acceleration  
Subject Acceleration  
Extra Curricular School Offerings  
Extra-Curricular Non-School Offerings  
Independent Study/Research Design  
Testing out of Courses  
Early Graduation  
Dual Enrollment/Credit  
Quiz Bowl (Radio, Conference, Science)  
Science Fair  
Academic Contest/Art Contest  
Speech  
One Acts  
Mock Trial  
WSC Academic Contest  
Honor Bands/Choirs  
Power Drive  
Yearbook  
Spanish Club/Art Club  
National Honor Society  
Yearbook  
Spanish National Honor Society  
Available Summer Programs  
Central Honors Institute (CHI)  
Duke TIPS program  
Mentoring programs  
School Musical

### **Evaluation and Future Planning**

Wayne Community Schools will solicit input from administration, parents, teachers and students to determine the effectiveness of the district's plan for providing services to high ability learners. Surveys will be utilized to determine program strengths and weaknesses in areas such as: program design, student identification, available resources, staff development, program management, and level of communication with parents. The district HAL coordinator will evaluate student performance based on norm referenced tests (MAP), state standardized tests (NeSA), and classroom assessments to determine the effect on student achievement.

### **Staff Development**

Wayne Community Schools shall provide to all members of the certificated staff in-service opportunities to broaden their understanding and background in the area of high ability learners. Such in-service training may be provided locally or by other area educational agencies or colleges.

### **Responsibility**

The Superintendent of Schools shall be responsible for overseeing the High Ability Learners program. It shall also be the responsibility of building Principals, the Special Education Director, and the HAL coordinator to develop administrative regulations for identifying students, evaluating the program, and training district personnel.

May 13, 2013  
School Board Meeting  
Special Education Director Report  
Misty Bear

### **Special Education**

1. In the past month 4 MDT, 30 IEP, 2 IFSP, 3 SAT, and 1 504 meetings were held.
2. I have attached 2 letters of resignation, and 1 letter of retirement from para-professionals Ashley Belmer, Dawn Nelson, and Jolene Miller. I would like to thank all of them for their year(s) with the school district and wish Jolene a very happy retirement.
3. Fifty-three athletes and countless volunteers participated in Spring Sprints on April 26<sup>th</sup>. Thank you to Traci Krusemark for her help in organizing this year's event!
4. Summer Services
  - 18 children will be served through our B-5 program
  - 5 students will be served through ESU #1 Tower School
  - 3 students will be served through our school aged public school program
  - 8 students will require transportation services through the summer months

### **Testing/Data**

1. NeSA testing was completed within the allowed testing window with 100% of students being tested in all required areas.
2. AIMSweb testing was completed in grades K-6 during the week of May 6-10

### **ELL**

1. Title III support will be submitted for Superintendent's approval prior to June 15<sup>th</sup>.

### **Other**

1. I have attached an amended HAL administrative policy for your review. The only changes made were to remove the K-3 HAL program and the requirement for testing every 3 years.
2. Our HAL team met on 5/7 – notes are as follows:
  - a. Art was moved to WEB and will be offered as an enrichment program
  - b. Family nights in Math/Science will continue through WEB as enrichment programs
  - c. Goals for 2013-14 include
    - i. Offering programs for HAL students in the areas of Science, Creative Writing, Poetry, Literature, and Technology.
    - ii. The TenMarks online Math program will continue to be offered for students in the elementary grades.
    - iii. Possible PLC group reviewing, "Teaching Gifted Kids in the Regular Classroom."

- iv. “Lunch Bunch” groups for 3-4, 5-6, 7-8, 9-10, and 11-12
- v. Develop the HAL website
- vi. Work with Amy Topp at the UNL Extension office to offer monthly enrichment workshops in areas such as robotics, cooking, sewing, glass etching, photo-shop, etc. All workshops will have a class-size limit.
- vii. Visiting with local groups (Kiwanis, Rotary, Optimist Club, etc.) to discuss program goals and expand our local resources.

Members of the Wayne School Board -

I will be retiring at the end of the May, 2013, school year. I have enjoyed my association with the Wayne teachers, students, and staff. I also wish for the continued success of your program.

Sincerely,

Glenn Miller

WAYNE ELEMENTARY SCHOOL  
*LEARNING FOR LIFE*  
Jill Pickinpaugh, Principal

Wayne Administration and School Board,

I am writing this letter to inform you that I have accepted a Physical Education position at Alliance High School. I would like to express my appreciation for the year I spent as a Special Education Paraprofessional; I have truly enjoyed my experience at Wayne Community Schools. This has been a great opportunity for me. During this experience I have worked with a number of outstanding teachers, and gained a variety of knowledge that I am confident will help me be the best teacher I can be. I have truly appreciated being a part of Wayne Community Schools.

Sincerely,

A handwritten signature in cursive script that reads "Ashley A. Belmer". The signature is written in black ink and is positioned above the typed name.

Ashley A. Belmer

## Misty Beair - Letter

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**From:** Dawn Nelson  
**To:** Misty Beair  
**Date:** 4/29/2013 2:20 PM  
**Subject:** Letter

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To whom it may concern,

I have greatly enjoyed my last 2 years as a paraprofessional at the Wayne High School. I loved being such a big part of our kiddos day which in turn made everyday so much fun! My husband and I have decided that I will be staying home with my son after this 2013 year is over. It was a very hard decision since I had a great time here. I am going to miss the staff and students but I am very excited to be able to stay home with my son and watch him grow everyday. Thank you for all you have done for me and I will never forget it!

Thank you,  
Dawn Nelson

Mrs. Jill Pickinpaugh  
Elementary Principal  
May 6, 2013

### **FOCUS ON DATA**

- May 6<sup>th</sup>-10<sup>th</sup> AIMSweb testing was completed.

### **HIGHLIGHTS**

- The mobile computer cart was especially appreciated during NeSA as Mrs. Rasmussen could continue to teach keyboarding while the computer lab was filled with students testing.
- Kindergarten Round-Up was a success. Currently we have 67 children for Kindergarten for 2013-2014.
- The backpack food program has been an amazing success with 70 children picking up food each Friday. Conversations have begun about some type of a summer program.
- Several field trips have been enjoyed by children. Teachers have taken them to a variety of places including WSC for Earth Day and Aqua Fest, Yankton to Gavins Point, the Plant Market, State National Bank, and Lincoln to name a few.
- The second grade teachers and I attended a celebration at Miss Molly's for the service learning programs through the college. One of the programs was Dr. Mudge's assessment class working with second graders.
- April 26<sup>th</sup> Spring Sprints were enjoyed by several elementary classes and watching them cheer for their classmates was inspiring. In the afternoon the elementary walked to the high school for a pep rally for those in Spring Sprints and for Stand for the Silent assembly.
- Misty and I attended the state Data Conference in Kearney on April 29<sup>th</sup> and 30<sup>th</sup>. The importance of using data to help make instructional decisions and making sure all data on NSSRS is accurate were two main topics.
- Many 6<sup>th</sup> graders and parents attended the orientation for upcoming 7<sup>th</sup> grade.
- Rick Haase talked to 4<sup>th</sup> and 5<sup>th</sup> graders about safety.

### **Additional Endeavors**

- Jump Start summer school is being planned for July 29 through August 9th. An exciting new addition will be students entering Kindergarten will join us.

### **Thank You**

- Thank you to WEB for donating \$6125.00 to Wayne Elementary teachers. Each teacher will be able to purchase \$175.00 of classroom materials.
- Thank you to WEB for donating \$1700.00 for books and materials for Daily 5.
- Thank you to WEB for celebrating Teacher Appreciation Week during May 6<sup>th</sup>-May 10<sup>th</sup>. Thank you to Kevin and Heidi Armstrong for donating the smoked pork for the sandwiches.
- Thank you to Pegasus for the donation of \$436.00. This was a gift for allowing them to take spring pictures.
- Thank you to those who turned in receipts to Pac N Save. Pac N Save sent a check to Wayne Elementary for \$800.00.
- Thank you to Steve Rasmussen for planting trees with the 4<sup>th</sup> graders for Arbor Day.
- Thank you Marty Marx from NPPD who helped the 5<sup>th</sup> graders plant trees.

Attendance Summary By Grade

**Wayne Elementary School**  
03/29/2013 to 05/08/2013 = 24 school days

Grade Level	Carry Fwd	Gain	Mult Gain	Loss	Ending	Actual Days	OffTrack	Days N/E	Days Absent	Days Attd	ADA	ADA %
-1	19	1	0	0	20	480	0	1	0.00	479.00	19.96	100.00%
0	58	1	0	0	59	1416	0	0	39.50	1376.50	57.35	97.21%
<b>Subtotal</b>	<b>77</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>79</b>	1896	<b>0</b>	<b>1</b>	<b>39.50</b>	<b>1855.50</b>	<b>77.31</b>	<b>97.92%</b>
1	52	1	0	0	53	1272	0	4	33.00	1235.00	51.46	97.40%
2	72	1	0	0	73	1752	0	4	28.50	1719.50	71.65	98.37%
3	64	0	0	0	64	1536	0	0	42.50	1493.50	62.23	97.23%
<b>Subtotal</b>	<b>188</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>190</b>	4560	<b>0</b>	<b>8</b>	<b>104.00</b>	<b>4448.00</b>	<b>185.34</b>	<b>97.72%</b>
4	60	0	0	0	60	1440	0	0	17.00	1423.00	59.29	98.82%
5	71	0	0	0	71	1704	0	0	48.00	1656.00	69.00	97.18%
6	64	1	0	0	65	1560	0	4	52.00	1504.00	62.67	96.66%
<b>Subtotal</b>	<b>195</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>196</b>	4704	<b>0</b>	<b>4</b>	<b>117.00</b>	<b>4583.00</b>	<b>190.96</b>	<b>97.51%</b>
<b>Grand Total</b>	<b>460</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>465</b>	<b>11160</b>	<b>0</b>	<b>13</b>	<b>260.50</b>	<b>10886.50</b>	<b>453.61</b>	<b>97.66%</b>

To the best of my knowledge,  
the above attendance information is correct.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Board Report  
Athletic Director/JH Principal  
Rocky Ruhl  
May 13, 2013  
Learning for Life

#### Junior High School

8<sup>th</sup> grade field trip to Lincoln was on May 2. I hope to find out more about this trip from the students. The students ate lunch in a dorm, toured campus, and received information about the school.

7<sup>th</sup> grade orientation took place on May 7<sup>th</sup>. The students followed their schedule with their parents. They met every teacher and got to see each of their classrooms. I thought it went well.

Mr. Hanson and I have reviewed the 7-12 handbook.

#### Athletics

Wayne hosted the Junior High track meet on April 30<sup>th</sup>. The meet ran smoothly and efficiently because of the great volunteers we had helping. Thanks to everyone who helped!

The Athletic Banquet is set for Tuesday, May 14, at 6 p.m. in the Frey Conference Room at Wayne State College. A big thanks to Lori Dickes for all the time and work she has put into this project.

The District Track Meet is at Columbus on May 9. The State Track Meet will be held on May 17 and 18 in Omaha at Omaha Burke High School.

The District Golf Meet is at the Woodland Hills Country Club on Monday, May 13. The State Golf Tournament is May 21 and 22.

The gym floors will be cleaned and re-coated at the end of July.

Summer camps may start May 28. Junior High camps may start before this date.

The head coaches of each sport are planning camps for their athletes all summer long. Strength and conditioning will start with testing on May 28. The times are posted on the website.

# **Introduction**

## **Principal's Message**

Welcome to Wayne Elementary School! Whether you are a new or continuing member of this school the information in this handbook will be of value in helping you become an important part of the community called Wayne Elementary.

The material in this handbook has been prepared to provide parents and students with information about school policies. The Elementary School follows the district's policies and procedures, adopted by the Wayne Community School Board. This policy can be viewed on the district web page. In addition, this handbook has been reviewed and approved by the Wayne Board of Education.

Be proud of our school. Take care of it, and feel free to make suggestions for improving it because this school will be whatever we make it. Let us always hold the spirit to Live Above the Line. Let us leave each day saying, "Wayne Elementary became a better place today because I was there."

Mrs. Jill Pickinpaugh

### **Wayne Public Schools Vision Statement**

*The Wayne Public School District, working with the families and communities it serves, is committed to educational excellence for all students, promoting creativity and a love of learning.*

### **Wayne Public Schools Mission Statement**

*Learning For Life*

### **Notice of Nondiscrimination**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

It is the intent of Wayne Community Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures have been established for anyone who feels Wayne Public Schools have shown discrimination.

Inquiries or forms regarding nondiscrimination policies or grievance procedures for Title IX may be obtained by contacting the Wayne Elementary Principal at 312 Douglas Street, Wayne, Nebraska 68787, (402) 375-2230. For Title VI Section 504 contact Special Education Director Misty Bear, Wayne Elementary School.

# Parent-Student Handbook of Wayne Elementary School

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# **Wayne Elementary School Directory 2012-2013**

## **Administration**

Lenihan, Mark  
Pickinpaugh, Jill  
Beair, Misty  
Hanson, Mark  
Ruhl, Rocky

Office phone: 375-3854, 375-2230

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

## **Administrative Assistants**

Burbach, Suzanne  
Munson, Darla

## **Technology**

Woerdemann, Amy  
Ben Promes

Technology Director  
Assistant

## **Elementary School Faculty**

### **Kindergarten**

Heikes, Tanya  
Meyer, Lisa  
Rockhill, Emily

### **First Grade**

Maas, Courtney  
Ostrand, Kathy  
Thomas, Jennifer

### **Second Grade**

Jaixen, Mike  
Lutt, Jodi  
Suehl, Cheryl

### **Third Grade**

Garvin, Liz  
Hansen, Joan  
Wendte, Carrie

### **Fourth Grade**

Hix, Kim  
Janke, Colleen  
Wall, Nate

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

### **Fifth Grade**

Long, Diane  
Trenhaile, Phyl  
Wragge, Dave

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

### **Sixth Grade**

Hoskins, Joyce  
Niemann, Jill  
Thompson, Heidi

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

### **Special Education**

Dorcey, Jean  
Sims, Emily  
Stewart, Winter

### **Reading Specialist**

Ashley Hoffmann

### **Title and ESL**

Lillenkamp, Darlene  
Rethwish, Rich

ESL/3<sup>rd</sup> – 6<sup>th</sup> Title I Reading  
1<sup>st</sup> – 6<sup>th</sup> Title I Math

### **Music**

Anderson, Tracy  
Jensen, Carrie  
Jensen, Monica

5<sup>th</sup> and 6<sup>th</sup> Vocal Music  
5<sup>th</sup> and 6<sup>th</sup> Band  
K-4 Vocal Music

### **Library/Media**

Koeber, Claudia

### **Keyboarding**

Rasmussen, Annette

### **Physical Education**

Sweetland, Rob

## **Para Educators**

Ahlmann, Jane  
Bowers, Terri

Burrows, Traci  
Fredrickson, Denise

Meyer, Karissa  
Julie Veldkamp

## **K-12 Rights and Responsibilities**

### **The Rights**

of the Students are to:

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

of the Staff Members are to:

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

### **The Responsibilities**

of the Administration are to:

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

of the Teaching Staff are to:

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

of the Students are to:

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

of the Parents /Guardians are to:

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

of the Community are to:

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

# Standards for Student Behavior

*Treat others the way you want to be treated.*

## General Conduct—Choose to Live Above the Line—Do what is right ☺

### Code of Conduct

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

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

#### *Make smart choices*

Choosing to not follow the conduct rules will require consequences:

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

#### **BEFORE SCHOOL-**

1. No student should arrive before 7:30 a.m.
2. Students must wait by the East entrance until dismissed to the playground by a school employee. If the wind chill is 15 degrees or below, children will sit inside the school. Dress for the weather each day.

#### **AFTER SCHOOL-**

1. Children must be picked up by 3:45.
2. If waiting after school, wait quietly by designated doorways.
3. Walk bikes/skateboards etc while on school property.
4. **STAY OFF** playground equipment and leave school grounds immediately.
5. Bus students stay on the sidewalk when walking to the buses.

#### **PLAYGROUND-RECESS**

- wear jacket outside when temperature is 60 degrees or below
  - wear weather appropriate clothing (ie. No shorts or skirts without tights)
  - determination of outside recess will be if wind chill factor is at least 15 degrees above zero and warmer
1. Use school equipment only
  2. Boundaries – all children must follow boundary rules of playground supervisor.
  3. All equipment taught as to intended use-overhead bars, jungle gym, parallel, chain tower, steel ladder and fort – for climbing only
    - climbing pole – one at a time and slide down
    - steel slider – gentle push
    - slab – war ball with inflated balls
    - slides – walk up the steps one at a time, slide down on bottom feet first
    - swings – one on each, sit on bottom, just swing
    - tag – on grassy areas only within boundaries
  4. Grades 1 & 2, non-contact team games together
  5. Grades 3 & 4, 4 & 5, 5 & 6 non-contact team games together
  6. War ball for grades 3 & 4, 4 & 5, 5 & 6 only
  7. Have permission to re-enter building before the bell.
  8. Line up immediately and quietly when whistle is blown

#### **Classroom**

**Do the following and life in school will be enjoyable for all.**

1. Come to class with required materials.
2. Turn in completed assignments on time.
3. Take your seat upon entering the room or when requested by the teacher.
4. Respect the rights and property of others.
5. Behavior (see General Conduct Expectations) or dress (see student dress) that only enhances the educational setting with respect to others' learning.
6. Listen, participate, and cooperate in class.
7. Take responsibility for your own behavior and your own education.

9. Return the classroom to order before leaving.
10. Follow fire, tornado, and earthquake procedures quickly and quietly.

### **Student Dress**

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

Dress code violations include:

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

### **Hallway and Restroom**

**Always have correct and appropriate actions:**

1. Be respectful and thoughtful to others.
2. Respect others' education—be quiet in the halls
3. Walk on the correct side of the hallways and on the stairs.
4. Close lockers quietly.
5. Use the restroom closest to your classroom, or the ones assigned to your class.
6. Keep the restrooms neat and clean.

### **Grounds and Parking Lot**

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

### **Parents**

1. Drive vehicles slowly and safely and watch for children at all times.
2. Park only in designated areas.
3. Keep bus areas clear from other traffic.
4. Model patience for your children.

### **Birthdays**

Many children desire to share their birthdays with members of their class. In order that birthdays do not monopolize a long period of time in the school day, we ask that treats be passed out at recess, during the last ten minutes of the school day, or as children leave the classroom. Please contact the home room teacher prior to the day you wish to bring treats.

**Invitations to parties are not to be distributed at school. Office personnel may not share addresses, telephone numbers, or parents names unless parental consent has been given.**

### **Library Media Center**

Because many people share the resources of the library, it is important to use materials in a timely manner and return them, so they are available to others. Most books may be checked out for a two-week period and be renewed for the same period of time. Fines are charged for overdue materials and are expected to be paid promptly. Lost books will be paid for. Be respectful and take care of our resources.

### **Study Hall/Classroom Work Time**

Study time will be quiet and respectful to all learners. Use time wisely and be responsible.

### **Field Trips**

A parent permission form will be on file for all students. Attending field trips is a privilege, not a right. This privilege may be revoked, at the discretion of the administration. Reasons for revocation include: inappropriate behavior, habitual late assignments, and/or frequent absenteeism.

### **Computer Use**

The school provides access to its local network and Internet access for classroom activities and professional or career development activities.

Inappropriate uses include, but are not limited to:

1. Downloading or copying files (including wallpapers, audio or video, plug-ins and other web browser enhancements, or any program regardless of its uses or purposes) into network accounts.
2. Using another person's account or allowing your account to be used by another.
3. Any act that disrupts computing for others (i.e., sending broadcast messages, tampering with equipment, changing any computer setting or configuration, vandalism, sending email during the school day, etc.).
4. Inappropriate language, graphics, or text anywhere (i.e., wallpaper, screensaver, in files, in email, etc.) or inappropriate use of the system itself (i.e., to send a rude email to Webmaster complaining about blocked sites).
5. Failure to delete files and mail messages which are no longer needed.
6. Using school computers for games or chat sessions at any time (unless organized by a teacher as a classroom activity).
7. Using school systems for illegal acts, profit-making business activities, or posting private information about another person.
8. Violation of copyright laws, license agreements, or in any way using another person's property without prior approval or proper citation.

Inappropriate use may result in any of the following: termination of the account; payments for damages and repairs; discipline under other appropriate school policies; or, civil or criminal liability under other applicable laws. Parents will be contacted.

### **What if you choose to Live Below the Line?**

1. Warnings may be verbal and/or written.
2. Seminars are retraining and are an out of class session where a student will observe and practice the correct behavior. Students must report to seminars or may receive a planning room.
3. Uncompleted assignments--the student is responsible for turning in the assignment for that day and getting the assignment for the next day. Restrictions can be, but are not limited to, planning room and/or removal from class or school activities. A pupil may also be restricted to the school building after regular dismissal time which may be a one hour limit.
4. Due to behavior, violation of rules, or incomplete assignments students may serve in-school suspension (ISS) or an out-of-school suspension (OSS) both of which are temporary removal of the student from all school classes and activities. Suspension shall be made only after the principal has made an investigation of alleged conduct or violation and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes. The student shall be given verbal or written notice of the charges against him/her and an explanation of the evidence the authorities have and an opportunity to present his/her version. The principal may call the student's parents/guardians describing the student's conduct, misconduct, or violation of the rule or standard and the reason for the action taken. The principal may hold a conference with the parents/guardians before or at the time the student returns to school. All short-term suspensions of up to five days will begin immediately after the principal holds a verbal conference with the student.
5. Expulsion will follow due process as outlined by the state.
6. Restitution is replacing, repairing, or paying for the cost of returning property to original condition.
7. Confiscation of illegal materials will be permanent.
8. A student may be dismissed from class for interfering with other students' learning or gross misbehavior. Should this occur he/she would remain outside the classroom situation for a period of time determined by the principal.

Those offenses that on their own may not lead to long term suspension or expulsion, if repeated, may lead to long term suspension or expulsion.

### **ISS=In School Suspension, OSS= Out of School Suspension**

- The level of offense or violence may affect the length of suspension.
- If both students "swing", both are considered to have fought and using self-defense is not a defense.
- Individuals that verbally entice a fight, call out another student, or challenge the other students are also considered to be guilty of fighting if it results in a fight.
- ALL are at the discretion of administration

<b>Infraction</b>	<b>1<sup>st</sup> Intervention/ Consequence</b>	<b>2<sup>nd</sup> Intervention/ Consequence</b>	<b>3<sup>rd</sup> Intervention/ Consequence</b>
<b>A1</b> Assault on student without injury	OSS 3-5 days. Notify parents and/or police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.
<b>A2</b> Assault on student with injury	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	
<b>A3</b> Assault on school personnel, with or without result of injury	OSS 10-19 days. Notify parents and police. Recommendation for expulsion.		
<b>A4</b> Fighting	ISS/OSS 3-5 days. Notify parents and/or police.	OSS 5-10 days. Notify parents and/or police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and/or police. Recommendation for expulsion.
<b>A5</b> Threats, intimidating, or menacing another student including hazing	ISS 1-3 days. May OSS 1-3 days. Notify parents, may notify police.	OSS 3-5 days. Notify parents, may notify police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.
<b>A6</b> Cyber Bullying	ISS/OSS 1-5 days Possible contact with law enforcement.		
<b>A7</b> Threats, intimidating, or menacing school personnel.	OSS 5 days. Notify parents and/or police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents. Recommendation for expulsion.	
<b>A8</b> Swearing at school personnel	OSS 3-5 days. Notify parents and remove from the class.	OSS 5-19 days. Notify parents. Possible recommendation for expulsion.	Recommendation for expulsion.
<b>A9</b> Initiating threatening calls to school, i.e. bomb threats, etc.	OSS 5-19 days. Notify parents, police, and fire marshal. Recommendation for expulsion.		

Students are forbidden, knowingly or voluntarily, to bring to school, possess, handle, transmit, or use any firearm, knife, or other dangerous weapon in school, on school grounds, or at a school function off school grounds. Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO<sub>2</sub> propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; b) bombs, razor blades, grenades, rockets, explosives, or similar devices; c) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; d) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on, or held by the hand or knuckles.

From the Wayne Community Schools Standards for Student Behavior:

Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a firearm. The term "firearm" as described in 18 U.S.C. 921 means (1) any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. [This would include rifles, pistols and shotguns.] (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer, or (4) any destructive device.

The term "destructive device" means

- A. any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile have an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;
- B. any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
- C. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.

<b>Infraction</b>	<b>1<sup>st</sup> Intervention/ Consequence</b>	<b>2<sup>nd</sup> Intervention/ Consequence</b>	<b>3<sup>rd</sup> Intervention/ Consequence</b>
<b>B1</b> Weapon	OSS 5-19 days. Retain the object. Notify parents and police. Possible Recommendation for expulsion.	Retain the object. Notify parents and police. Recommendation for expulsion.	
<b>B2</b> Firearm	Mandatory 1 calendar year expulsion.		
<b>B3</b> Nuisance or dangerous items: stink bombs, squirt guns, snowballs, etc	Detention. May ISS/OSS 1-3 days. Notify parents.	ISS/OSS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.
<b>Infraction</b>	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
<b>C1</b> <b>Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/look- alike/ imitation</b>	OSS 5-19 days. Notify police. Recommend drug/alcohol evaluation. Possible recommendation for expulsion - SCIP Referral	Recommendation for expulsion.	
<b>C2</b> <b>Not leaving prescriptions and/or medications in the office. Carrying on person.</b>	1-5 day ISS and /or 1-5 day OSS Contact parents	10-19 days ISS and/or OSS SCIP Referral	
<b>C3</b> <b>Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind</b>	OSS 5-19 days. SCIP Referral	OSS and/or Recommendation for expulsion.	
<b>C4</b> <b>Possession of drug paraphernalia and or sale of.</b>	OSS 5 days. Notify parents and police. Possible recommendation for expulsion. SCIP referral.	OSS 10-19 days. Notify parents and police. Possible recommendation for expulsion.	Recommendation for expulsion.

<b>Infraction</b>	<b>1<sup>st</sup> Intervention/ Consequence</b>	<b>2<sup>nd</sup> Intervention/ Consequence</b>	<b>3<sup>rd</sup> Intervention/ Consequence</b>
<b>D1</b> Robbery (use of force or fear)	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.	
<b>D2</b> Extortion	ISS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents. Possibly notify police.	OSS 3-5 days. Notify parents and police. Possible recommendation for expulsion.
<b>Infraction</b>	<b>1<sup>st</sup> Intervention/ Consequence</b>	<b>2<sup>nd</sup> Intervention/ Consequence</b>	<b>3<sup>rd</sup> Intervention/ Consequence</b>

<b>E1</b> Fire setting, arson.	OSS 5-19 days. Notify parents, police, and fire marshal. Reimburse district for loss. Recommendation for expulsion.		
<b>E2</b> Graffiti or causing damage to school property, private property	ISS/OSS 1-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	ISS/OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Recommendation for expulsion.
<b>E3</b> Signaling false fire alarm, tampering with equipment or extinguishers.	OSS 3-5 days. Notify parents, police, and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents, police, and fire marshal. Reimburse district for loss. Possible recommendation for expulsion.	Recommendation for expulsion.

<b>Infraction</b>	<b>1<sup>st</sup> Intervention/ Consequence</b>	<b>2<sup>nd</sup> Intervention/ Consequence</b>	<b>3<sup>rd</sup> Intervention/ Consequence</b>
<b>F1</b> Theft or attempted theft of school or private property.	ISS/OSS 1-3 days. Notify parents and police. Reimburse for loss. Possible recommendation for OSS/expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.
<b>F2</b> Wrongful possession of school or private material	ISS 1-3 days. Notify parents. May notify police.	OSS 3-5 days. Notify parents. May notify police.	OSS 5 days. Notify parents. May notify police.
<b>F3</b> Knowingly receiving stolen school property.	ISS 1-3 days. Notify parents. Possible notification of police. Reimburse for loss. Possible recommendation for expulsion.	OSS 3-5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.	OSS 5 days. Notify parents and police. Reimburse for loss. Possible recommendation for expulsion.

<b>Infraction</b>	<b>1<sup>st</sup> Intervention/ Consequence</b>	<b>2<sup>nd</sup> Intervention/ Consequence</b>	<b>3<sup>rd</sup> Intervention/ Consequence</b>
<b>G1</b> Smoking or use/ possession of tobacco products.	ISS 1-3 days. Notify parents. SCIP referral.	OSS 3-5 days. Notify parents.	OSS 5 days. Notify parents.
<b>G2</b> Possession of matches, lighter, etc.	Confiscation of matches, lighter, etc. Notify parents.	ISS 1-3 days. Confiscation of matches, lighter, or cigarettes. Notify parents.	OSS 1-5 days. Confiscation of matches, lighter, or cigarettes. Notify parents.

<b>Infraction</b>	<b>1<sup>st</sup> Intervention/ Consequence</b>	<b>2<sup>nd</sup> Intervention/ Consequence</b>	<b>3<sup>rd</sup> Intervention/ Consequence</b>
<b>H1</b> Written or oral harassment: including profane or abusive language/gestures towards staff or students, bullying, jokes, slurs, graphic or verbal comments about an individual's body of a sexual nature or racial background.	Conference with administrator. May ISS/OSS 1-3 days. Notify parents.	ISS/OSS 1-5 days. Notify parents.	OSS 5 days. Notify parents.
<b>H2</b> Visual harassment: offensive posters, photos, cards, cartoons, graffiti, drawings, objects or gestures, PDA, and locker décor.	Conference with administrator. May ISS 1-3 days. Possibly notify parents.	ISS/OSS 1-5 days. Notify parents.	OSS 3-5 days. Notify parents.
<b>H3</b> Physical harassment: Intentional or obvious unwelcome or offensive physical contact.	OSS 1-5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5 days. Notify parents and police. Possible recommendation for expulsion.	OSS 5-19 days. Notify parents and police. Recommendation for expulsion.

\*\*\*\*Please refer to the Wayne Community Schools policy included in Student Rights and Responsibilities. The victim may take action beyond the scope of building discipline in regards to harassment.

<b>Infraction</b>	<b>1<sup>st</sup> Intervention/ Consequence</b>	<b>2<sup>nd</sup> Intervention/ Consequence</b>	<b>3<sup>rd</sup> Intervention/ Consequence</b>
<b>I1</b> Defiance of authority. Failure to obey a direct instruction including lying and refusing to provide or falsifying information.	May ISS 1-3 days. Notify parents.	ISS 1-3 days. May OSS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.
<b>I2</b> Disruption of school activities, i.e. horseplay, play fighting, misuse of passes, etc.	Conference with administrator.	ISS 1-3 days. May OSS 1-3 days. Notify parents.	OSS 3-5 days. Notify parents.
<b>I3</b> Disruption while in ISS	OSS for the remaining days of suspension.	OSS for the remaining days of suspension	OSS for the remaining days of suspension
<b>I4</b> Use of electronic devices i.e. beepers, radios, cell phones, laser pointers, etc.	Confiscate device. Conference with administrator. Device may be reclaimed at the end of the school day.	Confiscate device. Conference with administrator. Device may be reclaimed by parent/guardian.	Confiscate device. Conference with administrator. Device no longer allowed. Parent to pick up and a one-day ISS for each violation thereafter.
<b>I5</b> Use of cell phones.	Confiscate and turn in to the office. Student may pick up at the end of the day.	Confiscate and turn in to the office. Only a parent or legal guardian may pick up the phone. A planning room will be assigned to the student.	Confiscate and turn in to the office. Only a parent or legal guardian may pick up the phone. An in-school suspension will be assigned to the student.

<b>I6</b> NO SHOW to after school planning room assigned by a teacher or administrator.	Assignment to 2 planning room and/or ISS.	ISS and notify parents.	
<b>I7</b> Any lunchroom misconduct	Sit at thinking table and converse with adult about making smart choices.	Sit at thinking table from lunch 1-5 days. Notify parents.	In-school- lunch suspension 1-10 days. Notify parents.
<b>I8</b> Tardies	Warning and/or seminar.	Planning room	Next offense – ISS and/or OSS, parent meeting.
<b>I9</b> Fraudulent use of school or public phone	May ISS/OSS 1-3 days. Notify parents. May notify police.	May ISS/OSS 1-3 days. Notify parents. May notify police.	May ISS/OSS 3-5 days. Notify parents. May notify police.
<b>I10</b> Buying or selling food, drinks, or any unauthorized use of a student id number.	Planning room Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
<b>I11</b> Falsifying or altering signatures.	ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
<b>I12</b> Gambling in any form: pitching coins, dice, wagering with cards, etc.	ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
<b>I13</b> Wrongful use of skateboard, roller blades, bicycles, etc. on school property	Confiscate. Notify parents. May ISS 1-3 days. Parents must pick up.	Confiscate. Notify parents. May ISS 1-3 days. Parents may pick up at the end of the year.	
<b>I14</b> Truancy (1-3 periods)	Planning room. “0” for class work due or done in class. Notify parents.	Planning room.. Parent Conference may be requested. “0” for class work due or done in class. Notify parents.	ISS 1-5 days Parent/student/ Teacher and Administrator conference
<b>I15</b> Truancy (More than 3 periods)	1-3 days ISS. “0” for class work due or done in class. Notify parents.	ISS/OSS 1-3 days. “0” for class work due or done in class. Notify parents.	ISS/OSS 3 days. Parent/student/ Teacher and Administrator conference
<b>I16</b> Unauthorized entry into any unattended school area	ISS 1-3 days. Notify parents.	ISS 3-5 days. May OSS 1-3 days. Notify parents.	OSS 1-5 days. Notify parents. Parent/student/ Teacher and Administrator conference
<b>I17</b> Loitering	Conference with administrator. May issue planning room. May contact parents.	Planning room. Notify parents. May notify police.	ISS 1-3 days. Notify parents. Notify police.
<b>I18</b> Leaving school without following procedure	Planning Room Student will be marked unverified.	Possible ISS 1-3 days. Student will be marked unverified.	ISS 1-3 days. Student will be marked unverified.

<b>I19</b> Unprepared for class	Student makes arrangements to stay after school to complete work.	Student makes arrangements to stay after school to complete work. Notify parents May receive planning room.	A parent/student conference must be held with the teacher. ISS or OSS for continued offenses.
<b>I20</b> Cheating	“0” points for the day’s activity. Teacher may modify grade as appropriate. Teacher notifies the parent.	“0” points for the day’s activity. Teacher may modify grade as appropriate. Teacher notifies the parent. ISS 1-3 days	ISS 1-5 days OSS 1-5 days “0” points for the day’s activity.
<b>I21</b> Willful violation of other school rules and regulations (i.e. outside vendor food, dress code, etc.)	Warning issued to student. Staff may confiscate and retain items for parent. Clothing changed or corrected.	Planning Room May include ISS. Parent conference. May confiscate and retain items for parents. Clothing changed or corrected.	May include ISS or OSS 1-5 days
<b>I22</b> No show for Teacher seminar or planning room	Seminar or planning room served with teacher. Parent contacted by teacher.	Seminar, planning room. served with teacher and conference with principal. Parent contacted by teacher.	ISS 1-3 days. Original planning room served with teacher. Parent contacted by teacher.
<b>I23</b> Misconduct for a Guest Teacher	Seminar, loss of recess, or planning room Parent contacted by teacher.	Seminar, loss of recess, or planning room Parent contacted by teacher. Possible 1-3 ISS	ISS 1-5 days. Parent contacted by teacher. Depending on severity May OSS
<b>I24</b> Continual violation of school rules	Parent Conference with an administrator. May OSS 1-3 days.	Parent Conference with an administrator. May OSS 3-5 days.	Parent Conference with an administrator. May OSS 5-10 days.

## Attendance

Regular attendance is encouraged in order for your child to make satisfactory progress in their school work. However, we feel that a sick child should not be in school. It is for this reason that attendance awards are not issued in the Wayne School.

### School Time

Regular school hours are 8:00 a.m. to 4:00 p.m. with students attending classes from 8:00 a.m. to 3:35 p.m. Students should not enter the building before 7:30 a.m. unless appointments have been made with teachers or administrators. Students are permitted in the building evenings or weekends only if directly supervised by a teacher or administrator.

### Attendance Policy

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

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

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

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

### Classification of Absences

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

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

### Tardies/Attendance – Each Semester

Tardy is: not being at an assigned location when the tardy bell begins to ring. **Every 10 tardies/semester shall count as 1 day of absence.** If 3 morning tardies occur, student will be given a Planning Room. The principal shall determine the length of time to be served on these days.

- ✓ Tardy students will be assigned a seminar to be served with the appropriate teacher. Re-teaching on the importance of being on time should occur. The office will continue to track all tardies.
- ✓ If the student does not serve the assigned seminar prior to the next day's class, he or she will have a second opportunity to serve the seminar.
- ✓ Failure to report for the "second chance" seminar will result in a in a planning room. Missing an additional opportunity one day in-school suspension (ISS).
- ✓ If the above occurs, instructors will fill out a discipline referral on PowerSchool under Log Entries. The teacher will notify the principal of such occurrence.
- ✓ After 2 days of ISS for failure to attend seminars (insubordination), OSS will be assigned by administration.
- ✓ Along with OSS for repeat offenders, the principal will meet with the student and parent/guardian.

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

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

### **Leaving School**

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students must check back in at the office. Students who leave without permission will be considered truant.

### **Transfer or Withdrawal from School**

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

### **Make-Up Work - Extended Illness or Family Requests**

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

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

## **General Information**

### **Activity Tickets**

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

### **Textbooks**

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

### **Bulletin Boards**

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

### **Change of Address or Phone Number or Parent Workplace**

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

### **Daily Announcements**

Specific details of day-to-day activities are announced over the public address system. Announcements are posted daily on Power School.

### **Emergency Procedures**

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

### **Inclement Weather**

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

### **Lockers**

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

### **Drug-Free Schools**

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

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

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

### **Lost and Found**

Students who have found an item should bring it to the office. Students who have lost an item should first check the places they have been during the day; if the item is not found, they should check the designated Lost and Found area.

### **Messages/Deliveries**

Routine messages will be relayed to students at a time that is non-interrupting to class. Only emergency messages will be hand delivered immediately. Teachers must know how your child is getting home and who will be picking them up. If this information changes, teachers must be made aware.

Students will be given a note to pick up personal flowers, presents, or balloon gifts from the office at the end of the school day. (Exceptions may be made for early dismissals.)

### **Telephones**

Students may use a school office phone for emergency reasons only, with long distance calls approved by administration. Students are not to possess cell phones in the school building. Cell phones must to be turned off and left in students' backpacks. Cell phones may be used after 3:35. Wayne Elementary School is not responsible for lost or stolen items.

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

### **Headsets/Electronic Devices**

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

### **Visitors \*\***

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

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

### **Parent-Teacher Conferences**

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

### **Grading and Reporting**

Grade Reports are distributed at the end of each quarter (9-week period). Only semester averages are recorded on the student's transcript. Proficiency and deficiency reports may be sent to parents of some students during the quarter. The proficiency report is a special notice of outstanding performance; the deficiency report indicates student work that is significantly less than what is expected. Parent conferences may be requested in conjunction with these reports.

## Student Services

### Guidance

The guidance office is located on first floor, and students or parents who wish to consult with the counselor are encouraged to do so during regular school hours. Whether the student wishes assistance with matters of personal or academic the counselor is often able to provide answers to questions of these types. The school counselor may counsel your child one time if per request by child/teacher/ or principal. Any continuing counseling, must have parental consent.

### Health

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

### WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL?

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

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

### LAW REQUIREMENTS

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

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

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

### Guidelines for Administering Medication

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

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

\* Please refer to infraction C2 for consequences of not following these guidelines.

### **Hot Lunch**

Both breakfast and lunch are available for students each day. We begin serving breakfast at 7:30 a.m. The prices for elementary (K-6) breakfast and lunch for the 2013-2014 school year are: \$1.50 and \$2.15. Milk may be purchased separately to drink with a sack lunch. **Food or drinks from outside school (Pizza Hut, Subway, McDonalds etc.) during school lunch hours (11:00 a.m. - 1:00 p.m.) are not allowed in the building. Students with a negative balance are not allowed to buy ala carte items.**

The USDA Policy 94-77 states: "Under the law, the regulations, and the guidance, there is no requirement that children paying the reduced or full price be given credit which permits them to charge the price of meals when they don't have money with them to pay." As a courtesy, Wayne Community Schools will continue to serve meals until the family lunch balance reaches negative \$25. At that time, students will not be allowed to eat school lunch. Once a positive lunch balance is established, students will be allowed to resume eating school lunches.

Families using the lunch program may access their lunch information on-line. You can check your lunch balance at any time, and view two weeks' worth of lunch purchases for your family members. To get your login and password, please contact your school. To access the site, please go to the Wayne Community Schools website <http://schools.waynenc.org>.

*This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."*

### **Lunchroom**

Children must follow the lunchroom rules.

1. Be quiet in lunch line.
2. Be polite and courteous to workers and servers.
3. Always ask for permission to leave the table.
4. Clean up any messes.
5. Use correct procedures for emptying trays.

Consequences--see infraction number I7 for choosing to not follow the rules.

### **Instrumental Music for 5<sup>th</sup> and 6<sup>th</sup> Grades**

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

### **Insurance**

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

## APPENDIX

### State and Federal Programs

#### Notice of Nondiscrimination:

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

#### Designation of Coordinator(s):

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

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

## ADMINISTRATIVE REGULATION

### Admittance – Home School Educated Students

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

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

#### Thirty (30) Days

- A. Prior to the projected date for admission of a student from an exempt or home school to Wayne Community Schools, the parent or guardian will submit:
1. A statement to school officials, of the receiving school (superintendent/principal), containing the name(s) and age(s) of all children requesting admittance and the name(s) of parents or guardian(s) containing assurances of access to enrollment, attendance, health and psychological records.
  2. A copy of materials which were submitted to the Nebraska Commissioner of Education under Section 004, Rule 13, Nebraska Department of Education prior to the opening or beginning of operation of the exempt or home school. Items included are: (1) a calendar for the school year; (2) a list of names of all instructional monitors; (3) a chart or written summary showing scope and sequence of the program of instruction; (4) a list of all classes or courses and the names of monitors for these classes; (5) chart of grade levels included in the exempt/home school.
  3. In order to verify information submitted in Section 004, Rule 13, Nebraska Department of Education, the receiving school (Wayne Community Schools), may deem it necessary to conduct achievement testing. School officials will contact the parent/guardian and a test(s), a time, and a procedure shall be mutually designated and established.

Should the testing be requested from a source outside the receiving school, cost for such testing shall be borne by the parents/guardians of the exempt/home school student(s).

4. Teachers of basic skill courses in language arts, mathematics, science, social studies and health for which exempt/home school students will enroll shall assist in the review of materials submitted by parents/guardians under Section 004, Rule 13, Nebraska Department of Education.
5. School officials of the receiving school may request an interview be conducted with parents and/or student(s) from the home/exempt school seeking admittance. The interview would serve as a supplemental tool in final placement of the student(s).
6. All above procedures must be completed prior to enrollment or exempt/home school student(s).

### **Sexual Harassment and Discrimination**

The Wayne Community School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity. See Board Policy 5318 for full policy.

### **Grievance Procedure**

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

### **PUBLIC NOTICE**

#### **Notification of Rights under FERPA for Elementary and Secondary Institutions**

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

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

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

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

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

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

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

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

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

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

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

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

### **HIPAA (Health Insurance Portability and Accountability Act, 1996)**

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

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

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

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

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

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

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

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

#### **Harassment and Bullying Program – Levels**

Purpose: All students have the right to attend Wayne Community Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others. Refer to pages 7-12 for disciplinary action.

### **DATING VIOLENCE PREVENTION**

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

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

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

## ADMINISTRATIVE REGULATION 5400

### STUDENTS

#### Student Fee Waiver

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

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

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

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

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

#### **Student Fees for Curricular Activities**

None

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

#### Staff Qualifications

##### **Notice Concerning Staff Qualifications:**

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

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

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

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

## Student Fee Waiver Application

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

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

**PLEASE PRINT**

Date Completed: \_\_\_\_\_

Name of Parent or Guardian: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

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

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

Signature of parent or guardian: \_\_\_\_\_

-----

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

---

Administrator's signature: \_\_\_\_\_

**Students' Rights and Responsibilities**

Nebraska State Law requires each school district develop rules and regulations regarding students' rights and responsibilities, Internet use and harassment then distribute copies to students and parents. The attached rules and regulations are in effect for the 2012-2013 school year. We request you return the Acknowledgment Sheet for our files. If you have any questions regarding the attached material, please feel free to contact the school.

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

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Signature(s): \_\_\_\_\_ Date \_\_\_\_\_

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

\*\*\*\*\*

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

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Nebraska State Law requires each school district develop rules and regulations regarding students' rights and responsibilities, Internet use and harassment then distribute copies to students and parents. The attached rules and regulations are in effect for the 2012-2013 school year. We request you return the Acknowledgment Sheet for our files. If you have any questions regarding the attached material, please feel free to contact the school.

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

\*\*\*\*\*

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Page 1: Add: Mr. Rocky Ruhl, Junior High Principal (under Mr. Hanson's name)

Page 9: Under Consequences Change #2 to read: A **seminar** is an out of class retraining session where a student will observe and practice correct behavior. If a student does not report for a seminar the second time, they will be suspended.

Page 16: Move I5 (cell phones to I4) and 'without permission' to the i4 box. Remove from the 1<sup>st</sup> intervention box 'Conference with administration' add 'Seminar'

Page 16; In the I5 box replace use of cell phones with the following:  
Behavior that disrupts the learning of others

1<sup>st</sup> intervention/consequence; Seminar with teacher

2<sup>nd</sup> intervention/consequence: removal from class, ISS for the remainder of the class period

3<sup>rd</sup> intervention/consequence; removal from class, immediate ISS 1-3 days

Page 20: Under Attendance Policy The last sentence of the first paragraph should read in **bold: As a courtesy parents will be contacted when between five to eight non-school related absences occur per semester.**

Page 21: Under Tardies/Attendance – Each Semester. Remove the bold statement Every 10 tardies /semester.....absence.

Page 21: Page 21 - (Insert at the end of the first paragraph on page 21.) - After 3 unexcused absences in one class the student will serve a one-day in-school suspension. An additional one-day of in-school suspension will be served for each additional 3 days of unexcused absences.

Page 25: Telephone: remove from second sentence to last sentence. Students are not to....3:40. Add: Students may carry their cell phones and other electronic devices in their pockets or book bags. Teachers may ask them to place them in an open area such as the top of a desk or counter when entering the classroom. These devices are not allowed to be used anywhere on school grounds unless given permission by the classroom teacher or by an administrator during the hours of 8 a.m. to 3:35 p.m.

Page 25: Noon Hour Driving: remove and re-write with the literature on the Lunch Hour Driving permissions slip at the beginning of the hand book.

Page 30 in the first paragraph after 70% add "and below"

Page 30 In the fourth paragraph add 'cheer' after athletics, in the first sentence.

Page 30: Add baseball to the list of varsity level sports

Page 30: to the title Dance Squad Add 'Cheerleading'

Page 38: remove (High School Only) from the title Eligibility for Athletic Participation

Page 38: #2 remove 'high' and 'high school' and (grades 9,10,11,12) in the statement

trmeyer1@a  
wayne.schools.org



# *Commercial Maintenance Service Agreement*

## ***Billing Information***

*Customer:* Wayne Public School  
*Address:* High School  
*Address:* 611 W 7th Street  
*City:* Wayne  
*State:* NE  
*Zip:* 68787  
*Contact:*  
*Phone:*

## ***Site Information***

*Customer:* Wayne Public School  
*Address:* High School  
*Address:* 611 W 7th Street  
*City:* Wayne  
*State:* NE  
*Zip:* 68787  
*Contact:*  
*Phone:*

## Wayne Public School Commercial Service Maintenance Agreement

Thank you for the opportunity to offer our maintenance services to your facility! In order to properly maintain your equipment, we propose to provide the services listed below.

**During the cooling season, we will**

- 1 Check and lubricate all motors
- 2 Check belts and replace as needed
- 3 Check and lubricate all bearings
- 4 Clean evaporator coil and drain
- 5 Clean condenser coil
- 6 Check refrigerant charge
- 7 Check refrigerant system for proper operation
- 8 Check temperature drop across evaporator coil
- 9 Check for obvious refrigerant leaks
- 10 Check wire connections on compressor
- 11 Check all contactor pads
- 12 Check indoor blower and fan relay
- 13 Check all electrical connections
- 14 Check control system for proper operation
- 15 Change air filters

**During the heating season, we will**

- 1 Check and lubricate all motors
- 2 Check belts and replace as needed
- 3 Check and lubricate all bearings
- 4 Clean burners
- 5 Clean pilot assembly
- 6 Check all safety controls
- 7 Check ignition system
- 8 Check gas pressures
- 9 Check for gas leaks
- 10 Check chimney for restrictions
- 11 Check heat exchanger for cracks
- 12 Check fan control for proper operation
- 13 Check all electrical connections
- 14 Check control system for proper operation
- 15 Change air filters

**Additions and/or Exclusions**

Semi annual service on the all the equipment at the high school. The district will handle the filter changes. This agreement does include a 10% discount on parts and additional labor.

Your annual investment for these services are:

\$ 5,183.00 + **Applicable Tax**      **Start Date:** upon signature

Your agreement will be billed:

- Annually                       Semi-annually                       Quarterly

This annual agreement shall commence on the indicated Start Date and continue for a period of one year and from year to year hereafter until terminated. Either party may terminate this agreement by giving written notice 30 days prior to the annual renewal date. To begin benefiting from our Commercial Maintenance Service Agreement, simply sign your name below and return one copy of this form to our office along with the annual investment amount shown above. **THANK YOU!**

Agreement Proposed by:

Agreement Accepted by:

\_\_\_\_\_

C.W. Suter Services

Name: \_\_\_\_\_

Print \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





# *Commercial Maintenance Service Agreement*

## *Billing Information*

*Customer:* Wayne Public School  
*Address:* Middle School  
*Address:* 312 Douglas Street  
*City:* Wayne  
*State:* NE  
*Zip:* 68787  
*Contact:*  
*Phone:*

## *Site Information*

*Customer:* Wayne Public School  
*Address:* Middle School  
*Address:* 312 Douglas Street  
*City:* Wayne  
*State:* NE  
*Zip:* 68787  
*Contact:*  
*Phone:*

**Wayne Public School**  
**Commercial Service Maintenance Agreement**

Thank you for the opportunity to offer our maintenance services to your facility! In order to properly maintain your equipment, we propose to provide the services listed below.

**During the cooling season, we will**

- 1 Check and lubricate all motors
- 2 Check belts and replace as needed
- 3 Check and lubricate all bearings
- 4 Clean evaporator coil and drain
- 5 Clean condenser coil
- 6 Check refrigerant charge
- 7 Check refrigerant system for proper operation
- 8 Check temperature drop across evaporator coil
- 9 Check for obvious refrigerant leaks
- 10 Check wire connections on compressor
- 11 Check all contactor pads
- 12 Check indoor blower and fan relay
- 13 Check all electrical connections
- 14 Check control system for proper operation
- 15 Change air filters

**During the heating season, we will**

- 1 Check and lubricate all motors
- 2 Check belts and replace as needed
- 3 Check and lubricate all bearings
- 4 Clean burners
- 5 Clean pilot assembly
- 6 Check all safety controls
- 7 Check ignition system
- 8 Check gas pressures
- 9 Check for gas leaks
- 10 Check chimney for restrictions
- 11 Check heat exchanger for cracks
- 12 Check fan control for proper operation
- 13 Check all electrical connections
- 14 Check control system for proper operation
- 15 Change air filters

**Additions and/or Exclusions**

Semi annual service on the boilers, cooling tower, MUA unit, heat pumps and AHU, the water McQuay units and fan coils and exhasut fans at the middle school. The heaters in the gym area are not covered under this agreement. The disctrict will handle the filter changes. This agreement does include a 10% discount on parts and additional labor.

Your annual investment for these services are:

\$ 7,040.34 + **Applicable Tax**      **Start Date:** 3/1/2013

Your agreement will be billed:

- Annually                       Semi-annually                       Quarterly

This annual agreement shall commence on the indicated Start Date and continue for a period of one year and from year to year hereafter until terminated. Either party may terminate this agreement by giving written notice 30 days prior to the annual renewal date. To begin benefiting from our Commercial Maintenance Service Agreement, simply sign your name below and return one copy of this form to our office along with the annual investment amount shown above. **THANK YOU!**

Agreement Proposed by:

Agreement Accepted by:

Name: \_\_\_\_\_  
 Print  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 C.W. Suter Services

Some of the benefits of having a C.W. Suter 24-Hour Security Agreement are:

- Extended Equipment Life
- Increased Equipment Efficiency and Lower Operating Costs
- Reduced Equipment Failure Costs
- Avoided Downtime Costs
- Improved Indoor Air Quality
- Priority Service on Emergency & Urgent Calls
- 24-Hour Service Guarantee\*
- 10% Discount on Items Not Covered Above\*\*

\* We will respond to any *emergency* service request within 4 hours and any *urgent* service request within 24 hours or the diagnostic service call is FREE – GUARANTEED, 24-hours a day!

\*\* If a malfunction is found during an inspection or between inspections, all parts and labor will be provided at a 10% discount off our regular rates. This discount does not apply to new systems or bid jobs.

### Annual Inspection Schedule

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec

**Equipment List for:** Wayne Public School

Manufacturer	Model	Serial	# of Units	Notes
Boilers			4	middle school
Cooling tower			1	middle school
Make up unit			1	middle school
heat pumps			35	middle school
portable water heat			2	middle school
AHU			2	middle school
McQuary heat			3	middle school
McQuary fan coils			2	middle school
Exhaust fan			1	middle school
ERV			1	ERV Kindergarden room

# RIGHT AS RAIN SPRINKLER SERVICE

## 2013 Sprinkler Contract

118 East 2<sup>nd</sup> Street  
Wayne, Ne. 68787  
(402) 369-3000

Wayne Public Schools  
C/O Travis Meyer  
611 West 7<sup>th</sup> Street  
Wayne, Ne. 68787

With over 21 years of combined experience, the employees of Right As Rain are looking forward to servicing your sprinkler needs. We are offering our services for Spring Start ups and Fall Blow outs. To start your system this spring, we will turn your system on, set your controller, and check your heads for proper watering. We will note any major problems and discuss your options that would correct your system. In Fall we will shut down your system and make sure it is ready for Winter.

Check the options that you would like us to perform:

Spring Start Up \$300.00

Fall Winterization \$300.00

Sign and Return bottom portion. We look forward to servicing your needs through out the 2013 season.

*Randy Pedersen*

Wayne Public Schools  
C/O Travis Meyer  
611 West 7<sup>th</sup> Street  
Wayne, Ne. 68787

Check the options that you would like us to perform:

Spring Start Up \$300.00

Fall Winterization \$300.00

Payment is enclosed

Bill after work is completed

By signing we understand that we are entering into a contract for the options that we have chosen. We also understand that Right As Rain is not responsible for any problem that was not directly caused by an employee of Right As Rain. We understand that Right As Rain will notify us of any problem that exist that does not allow our system to function to its full capacity.

*[Signature]*  
\_\_\_\_\_  
Authorized Signature

# Classified Staff Salary Scale 2013-2014

## Base Salaries

Office	Custodian	Para	Kitchen	
\$10.50	\$10.00 *	\$9.65	\$9.50	

- .25 shift differential for 2<sup>nd</sup> shift custodial staff
- Custodians are all on scale eff. 9-1-11
- Asst. Maintenance/Custodial position – 1.25
- Other classified are not on scale eff. 9-1-11

## Experience Index

1	2	3	4	5	6	7+
1.00	1.02	1.04	1.06	1.08	1.10	1.12

- *New employees with comparable experiences may be placed on Step 3.*
- *Placement on particular step on the salary schedule is not necessarily equal to the number of years of experience within the district.*

## Degree Index

Level 1 <i>HS Diploma or GED</i>	Level 2 <i>30 College Hours</i>	Level 3 <i>AA/60 College Hours/10 Years Experience</i>	Level 4 <i>90 College Hours</i>	Level 5 <i>BA or 120 College Hours</i>
1.000	1.0175	1.0350	1.0525	1.0700

- *College hours must be from an accredited institution.*

- For 13-14 – those off schedule are receiving pay increases accordingly
- Bookkeeper, two staff in technology are receiving 3% as a group



WAYNE COMMUNITY SCHOOLS

*"Learning for Life"*

611 West 7th St  
Wayne, NE. 68787

402-375-3150

Fax: 402-375-5251

www.wayneschools.org

Mark Lenihan  
Superintendent  
[manihl@wayneschools.org](mailto:manihl@wayneschools.org)

May 9, 2013

Dear Honoree:

On behalf of the Wayne Community Schools Board of Education, you are invited to attend our monthly Board of Education Honor Coffee on Monday, May 13, 2013 at 6:30 p.m. in the Commons at Wayne Junior/ Senior High School. Family members and friends are encouraged to attend and share in your recognition. We will be honoring the following individuals:

**Science Fairs Participants:** Callie Brown, Same Bruckner, Jack Evetovich, Edgar Ficke-Anderson, Grace Heithold, Kendra Holt, Molly Hoskins, Marcella Jurotich, Ky Kenny, Brennen O'Reilly, Jaci Torres, Jenna Trenahaile, Sarah Wibben, Jonathon Vick, Morgan Barner, Amelia Blankenau, Megan Duncan, Allison Echtenkamp, Taylor Gamble, Kiara Hochstein, Caitlin Janke, Delaney Jensen, Caden Korth, Lucas Longe, Emily Matthes, Cassie Navrkal, Tucker Nichols, Marta Pulfer, Garret Reynolds, Nolan Reynolds, Jameson Collier, Will Anderson, Maria Lenihan, and RJ Liska

**Nebraska School Nutrition Association Art Contest Participant:** Alyssa Chinn

**NECC Academic Contest:** Dalton Dunklau, Colin Webster, Joe Burrow, Cody Hames, Derek Davis, Riley Nichols, Jason Holt, Steffan Moore, Jacob Doescher, Cassidy Wiese, Jackson Blankeau, Lila Goos, Joe Burrows, Samantha Beirbower, Emily Leeper, Zach Gemelke, Miranda Denklau, Dalton Uhing, Garrett Zink, Olivia Ficke-Anderson

**Power Drive Team:** Noah Braun, Luke Pulfer, Jackson Blankenau, Garrett Heikes, Wyatt Biggerstaff, Tyler Wurdeman, Derek Davis, Garrett Zink, Miranda Long, Payton Janke, Evan Lubberstedt, Jacob Bear

Prior to the honor coffee, the Board of Education will meet in regular session at 5:00 p.m. You are invited to attend the meeting. Hope to see you on the 13th!

Sincerely,

Mr. Mark Lenihan  
Superintendent  
Wayne Community Schools

Register at

[www.nasbonline.org](http://www.nasbonline.org)

Don't miss this opportunity for your ENTIRE board and superintendent to attend for one low price of \$120!

The Open Meetings Law Workshops will offer your board the opportunity to learn about the intricacies of this law and have the opportunity to ask questions of the Nebraska Association of School Boards' Legal Team. There have been changes to this law in recent years. Come to the workshop to find out how these changes may affect the way you do business. This workshop will incorporate real-life scenarios using a paperless board meetings program.



Nebraska Association of  
SCHOOL BOARDS

1311 Stockwell Street  
Lincoln, NE 68502

Ann Ruwe  
611 W 7th St  
Wayne, NE 68787-1715



PRSR1 STD  
US POSTAGE  
PAID  
CORNERSTONE



# Open Meetings Law Workshops

June 19—Gering

*Civic Center*

June 20—Kearney

*Holiday Inn*

June 26—Lincoln

*Cornhusker Marriott*

June 27—Norfolk

*Lifelong Learning Center*

6:30 p.m. to 9:00 p.m.

## Back by Popular Demand!

### Open Meetings Law Workshop

The Nebraska Association of School Boards is offering one of it's most sought-after workshops in June, 2013. This workshop is popular because all political sub-divisions must abide by the Open Meetings Law.

NASB's Executive Director John Spatz and Legal Counsel Megan Neiles Brasch will conduct the Open Meetings Law Workshops. This legal team will provide information regarding agenda, notice, minutes, closed session, special meeting, emergency meeting, public comment and criminal liability in addition to answering questions from the attendees.

### Suggested Audience

School Boards & Secretaries  
School Superintendents  
City Councils & Clerks  
Community / Civic Boards

## Registration

Workshops will be held  
from 6:30 to 9:00 p.m.  
(no meal served)

June 19, 2013 — Gering Civic Center, 1050  
M Street, Gering, NE

June 20, 2013 — Kearney Holiday Inn, 110  
South 2nd Ave., Kearney, NE

Registration Deadline for Gering and Kearney — June 14, 2013

June 26, 2013 — Cornhusker Marriott, 333 South 13th St., Lincoln, NE

June 27, 2013 — Lifelong Learning Center, 801 East Benjamin Ave, Norfolk, NE

Registration Deadline for Lincoln and Norfolk — June 21, 2013

Board Members can earn 10 Awards of Achievement Points by attending

Register at [www.nasbonline.org](http://www.nasbonline.org)

Throughout NASB workshops, many board members and superintendents have questions regarding the Open Meetings Law. This workshop is designed to give information about the law, illustrate proper board meeting protocol to ensure the law is adhered to, and answer any questions you have about the Open Meetings Law. Don't miss this opportunity for your entire board and superintendent to attend this workshop and learn more about the law that regulates the way school boards govern.

Price: \$120 for the entire  
board AND superintendent  
to attend