

**Wayne Community Schools
Board of Education Regular Meeting Minutes
June 10, 2013**

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, June 10, 2013 at 6:00 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:	Absent
Mr. Rod Garwood:	Absent
Mr. Ken Jorgensen:	Present
Dr. Carolyn Linster:	Present
Dr. Jeryl Nelson:	Present

- I. Call Meeting to Order *online training @ 5:00 pm Regular Board Meeting will begin at 6:00

5:07

- I.a. Pledge of Allegiance
- I.b. Announce Open Meeting Act Posting and Location
- I.c. Action on Absence and Roll Call
- I.d. Approval of the Agenda
- I.e. Consent Agenda

Motion to approve the consent agenda as presented passed with a motion by Mr. Ken Jorgensen and a second by Mrs. Wendy Consoli.

Mrs. Wendy Consoli: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: 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. Special Education Teacher

Motion to approve the contract for Kayla Varley as Special Education Instructor for the 2013-14 school year, pending her release from Norfolk Public Schools passed with a motion by Mr. Ken Jorgensen and a second by Dr. Jeryl Nelson.
Mrs. Wendy Consoli: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

Mrs. Bear 18 applicants inter veiw 4 applicants Norfolk will reliese her tonight.

I.f.II. Technology Director

Motion to approve the hiring of Tom Larsen for the position of Technology Director. passed with a motion by Mr. Ken Jorgensen and a second by Mrs. Wendy Consoli.

Mrs. Wendy Consoli: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

Tom has been at NECC for 15 yrs. Able to start on Wednesday.

I.f.III. Technology Resignation

Motion to accept the resignation of Amy Woerdemann, with regrets and gratitude for sixteen years of service in our Technology Department. passed with a motion by Dr. Jeryl Nelson and a second by Mrs. Wendy Consoli.

Mrs. Wendy Consoli: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

Motion to accept the resignation of Amy Woerdemann, with regrets and gratitude for sixteen years of service in our Technology Department. passed with a motion by Dr. Jeryl Nelson and a second by Mrs. Wendy Consoli.

Mrs. Wendy Consoli: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

II. Communications from the Public on Agenda Items

III. Reports and Information

III.a. Gifts

900.00 check to pay from booster for state tailgate

III.b. Faculty, Staff and Students

III.b.I. Project Update- Jon Carlson and Ed Cable

Jon Carlson- working on finishing the punch list. No recommendation for payment.
Ed Cable- Stated no request for payment. May call for payment in ruffly two weeks. Dispute with one of the contractors on services. Hope to have the dispute finalized soon. Sorry for the incoviance. 75% of the punch list is complete. Dr. Linster stated on behalf of the board thanking them for the updates.

III.c. Administration

III.c.I. Superintendent

III.c.I.1. Asbestos Removal Plan

started last week. Completion date is July 15

III.c.I.2. Summer Board Retreat

Mrs. Consoli will be gone. So we will pick another date. Mr. Lenihan did put down the goals

III.c.I.3. Demolition- Old Elementary School

9 bidders. 5 local. Will possibly have a special meeting for approval of the demo bids.

III.c.I.4. Accreditation

III.c.I.5. Online Application Service

III.c.I.6. School Law Seminar- Update

Mark L, Mark H, Jill P, Eric Knutson Jill and Mark H stated how you handle situation with parents and students. get police involved. Lenihan- Negotiations need to start by November 1st. Timelines and where we are at. Mr. Peiper and Mr. Knutson are working on a policy for staff to guard leave.

III.c.I.7. Budget Update

III.c.I.8. Administrative Retreat

III.c.II. High School Principal

Dr Nelson stated they received a Band letter and during a time during a NSAA time when no activities to be planned. This is when families have scheduled vacations. Mr. Hanson stated he will talk to the new band practices. Mr. Lenihan stated he would like to have a 10 day moratorium during the summer. Mr. Ruhl states that this maybe a disadvantage to our students.

III.c.III. Special Education Director

Had over 40 applications for para's positions.

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.a.I. Elementary Student Handbook- Second Reading

Motion to approve the elementary handbooks for the 2013-14 school year on first reading passed with a motion by Mr. Ken Jorgensen and a second by Dr. Jeryl Nelson.

Mrs. Wendy Consoli: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

IV.a.II. Jr/Sr High School Student HandBook- Second Reading

Motion to approve the Jr/Sr High handbook for the 2013-14 school year on first reading passed with a motion by Mr. Ken Jorgensen and a second by Mrs. Wendy Consoli.

Mrs. Wendy Consoli: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

IV.b. New Business

IV.b.I. School Lunch Prices for 2013-14

Motion to approve the breakfast and lunch prices for the 2013-14 school year, as presented passed with a motion by Mr. Ken Jorgensen and a second by Dr. Jeryl Nelson.

Mrs. Wendy Consoli: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

IV.b.II. Substitute Teacher Pay

Motion to approve the substitute teacher pay of \$105.00 per day for the 2013-14 school year. passed with a motion by Mr. Ken Jorgensen and a second by Dr. Jeryl Nelson.

Mrs. Wendy Consoli: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

breakfast will remain the same. meals went up 10 cents

IV.b.III. Adjacent Property West of the High School

motion to decline the right of first purchase of the property west(721 West 7th St) of the High school parking lot Nelson- Consoli passed with a motion by Jesse Sierks and a second by Jesse Sierks.

IV.b.IV. Policy 5002- Parent Involvement- First Reading

Motion to approve the first reading and changes to Policy 5002 - Parent Involvement, as presented. passed with a motion by Mr. Ken Jorgensen and a second by Mrs. Wendy Consoli.

Mrs. Wendy Consoli: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

IV.b.V. Policy 5304- Student Due Process Rights- First Reading

Motion to approve the first reading and changes to Policy 5304 - Student Due Process Rights, as presented. passed with a motion by Dr. Jeryl Nelson and a second by Mr. Ken Jorgensen.

Mrs. Wendy Consoli: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

IV.b.VI. ESU Cooperative Food Program for 2013-14 School year

Motion to approve the contract for the ESU Cooperative Food Program for the 2013-14 school year, as presented. passed with a motion by Mr. Ken Jorgensen and a second by Mrs. Wendy Consoli.

Mrs. Wendy Consoli: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

V. Boardmanship

V.a. Open Meeting Law Workshop-June 27, 2013- Norfolk- LLC

VI. Future Agenda Items

VII. Executive Session

VIII. Action taken from Executive Session

IX. Adjournment

Deb Daum, Secretary

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

The regular meeting of the Wayne Board of Education was held at Wayne Jr-Sr High School, Wayne, Nebraska, on Monday, May 13, 2013 at 5:04 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:

Motion by Evetovich, second by Consoli to approve the absence of Dr. Linster from the meeting as excused. Motion carried. Roll call vote: Evetovich, yes; Jorgensen, yes; Garwood, yes; Consoli, yes; Nelson, yes. The following Board members answered to roll call: Mrs. Wendy Consoli, Mr. Mark Evetovich, Mr. Rod Garwood, Mr. Ken Jorgensen, and Dr. Jeryl Nelson. Also in attendance, Attorney, Mr. Mike Pieper.

Approval of the Agenda

Motion by Jorgensen, second by Garwood to approve the agenda as presented. Motion passed. Roll call vote: Ken Jorgensen, yes; Garwood, yes; Consoli, yes; Nelson, yes; Evetovich, yes.

Consent Agenda

Approval of Minutes from Previous Meetings

Financial Reports and Claims

Motion by Garwood, second by Evetovich to approve the list of the Consent Agenda items, minutes from April 8, 2013, regular meeting, and financial claims as presented. Motion passed. Roll call vote: Garwood, yes; Consoli, yes; Nelson, yes; Evetovich, yes; Jorgensen, yes.

Personnel

Teacher Resignation

Motion by Jorgensen and a second by Consoli 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. Motion carried. Mr. Garwood was upset and frustrated with this late resignation. Motion Carried. Roll call vote: Consoli, yes; Nelson, yes; Evetovich, yes; Jorgensen, yes; Garwood, yes.

Hiring- Reading Teacher:

Motio by Evetovich and a second by Garwood to approve the hiring of Ashley Hoffman for Reading Teacher for the 2013-14 school year, pending her release from South Sioux City Public Schools. Motion carried. Mrs. Pickinpaugh stated she received twenty-two applications and they interviewed three applicants. Roll call vote: Evetovich, yes; Jorgensen, yes; Garwood, yes; Consoli, yes; Nelson, yes.

Hiring- Technology Director:

Motion by Evetovich and a second by Consoli to approve the hiring of Ryan Schuman, Technology Director, for an annual salary of \$60,000. Motion carried. Mr. Lenihan stated Ryan has been working at Clarkson College in Omaha as a Senior System Engineer. Roll call vote: Jorgensen, yes; Garwood, yes; Consoli, yes; Nelson, yes; Evetovich, yes.

Communications from the Public on Agenda Items

Ed Cable stated that they are still working on the punch list and will finish when school is dismissed for the summer.

Reports and Information

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

Faculty, Staff and Students

Social Studies Presentation - Teaching staff

Teachers presenting are Mrs. Thomas-1st grade, Mrs. J. Lutt-2nd grade, Mrs. Thompson-6th grade, Mr. Schaub- 7th & 8th grade, and Mr. Johnson- high school.

Each teacher spoke about how their grade level meets there curriculum guidelines and how the different units coincide.

Administration

Superintendent

Mr. Lenihan stated that the last day of school is Thursday, May 23, with a noon dismissal. Mr. Lenihan discussed

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.

Asbestos removal plan. We have hired Cardno ATC to help us with the spec’s, bidding process, and completion of asbestos removal. Bids will be due May 10, work can begin ten days after notification to the State of Nebraska, completion should be sometime in July. Mid States School Bus Rates for 2013-14- The price increases (3%) for bus services for next year. We are in the midst of a four year contract with Mid-States School Bus. National School Board Conference was good. Mr. Lenihan attended different sessions on school security. He stated the conference was a good perspective to see what is going on with schools nationally. He would also like to plan a summer Board Retreat.

High School Principal

Mr. Hanson stated Parent/ Jr- Sr HS Student Handbook changes for the 2013-14 school year are outlined in the board packet. Graduation was May 11 and everything went well.

Special Education Director

Mrs. Bear stated that she has received 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. Fifty-three athletes and countless volunteers participated in Spring Sprints on April 26th. Thank you to Traci Krusemark for her help in organizing this year’s event!

Elementary Principal

Mrs. Pickinpaugh stated 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. 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.

Junior High Principal/A.D.

Mr. Ruhl stated 8th grade field trip to Lincoln was on May 2. He hopes 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. District golf- no one qualified to go to state.

Board Committees

Foundation and Community Relations- Rocky Ruhl, Ken Jorgensen, Rod Garwood, Carolyn Linster, Mark Lenihan and Lindsay McLaughlin- Mrs. McLaughlin stated the selection committee met and have chosen the recipients of the IDEA Project grants given by the Wayne Community Schools Foundation. The winners of the \$500 grants are:

Lee Brogie, Jeanne Brink, Dale Hochstein and Lisa Janke with their project SEEDS II- Students EngagED in Science II

Lisa Meyer and the Kindergarten Teachers with their project Reaching Literacy Goals with The Daily 5

Jill Niemann with her project WOW! Look What I See- Using a Document Camera

Kim Hix with her project Tickle Our Brains with an ELMO!

Congratulations to our recipients!!

Out for Honor Coffee at 6:27 p.m.

In from Honor Coffee at 6:52 p.m.

Curriculum and Americanism- Wendy Consoli, Carolyn Linster, Jeryl Nelson and Misty Bear- There will be a meeting Thursday, May 16 in the Jr-Sr High School Conference room at 4:00 p.m.

Facility/Safety- Travis Meyer, Mark Evetovich, Ken Jorgensen and Mark Hanson- Mr. Meyer stated the summer is full of painting and cleaning of both facilities. Facility meeting Thursday, May 16 at 4:30 p.m.

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-

No Old Business

New Business

New Business was tabled to May 20, 2013 Special Meeting at 4:00 pm

Boardsmanship

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

Open Meeting Law Workshop- June 27, 2013 at LifeLong Learning Center in Norfolk. Those attending please let Mrs. Ruwe know.

Future Agenda Items

Asbestos removal plan, Summer Board Retreat, Second reading of Student Handbooks, School Lunch Prices for 2013-14, Substitute Teacher pay.

Executive Session

No Executive session needed

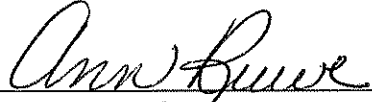
Action taken from Executive Session

No Executive Session- no action taken

Adjournment

Meeting adjourns at 7:35 p.m.

Next Board of Education Meeting, Monday, June 10, 2013, Wayne Jr/Sr High Library at 5:00 PM



Ann Ruwe, Secretary

**Minutes
Wayne Board of Education
Special Meeting
May 20, 2013**

The Special meeting of the Wayne Board of Education was held at Wayne Jr-Sr High School, Wayne, Nebraska, on Monday, May 20, 2013 at 4:02 p.m. Notice of the meeting and place of agenda was posted on May 14, 2013 at the following sites: Wayne Community Schools, Wayne Post Office and Wayne Public Library. 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

Motion by Jorgensen, second by Garwood, to approve the absence of Mr. Evetovich from the meeting as excused. Motion carried. Roll call vote: Jorgensen, yes; Garwood, yes; Consoli, yes; Nelson, yes; Linster, yes. The following Board members answered to roll call: Mrs. Wendy Consoli, Mr. Rod Garwood, Mr. Ken Jorgensen, Dr. Carolyn Linster and Dr. Jeryl Nelson.

Approval of the Agenda

Motion by Garwood, second by Consoli to approve the agenda as presented. Motion passed. Roll call vote: Wendy Consoli, yes; Jeryl Nelson, yes; Linster, yes; Jorgensen, yes; Garwood, yes.

Communications from the Public on Agenda Items

No communication from the Public

Action Items

New Business

Asbestos Removal Bids

Motion by Garwood, second by Jorgenson to approve the asbestos removal from McGill Asbestos for \$58,961, as presented. Motion carried. Mr. Garwood thanked Mr. Lenihan for the job he has done on the removal of asbestos in the old elementary school. Mr. Lenihan followed the proper procedure for the removal of the asbestos. McGill Asbestos will start June 4, 2013 and the project will be completed by July 14, 2013. Roll call vote: Jorgensen, yes; Garwood, yes; Consoli, yes; Nelson, yes; Linster, yes.

Security Camera Bids

Motion by Jorgensen, second by Garwood to approve the bid for security cameras from Protex Central for \$37,570, as presented. Motion carried. Mr. Lenihan stated that there will be 16 cameras installed in the Jr-Sr High School and 8 cameras in the elementary school. The cameras are IP based and will be installed this summer. We have plenty of switches and power sources already in place. The only drawback is if our system is down the camera system will also be down. This is a good company and reputable. Roll call vote: Garwood, yes; Consoli, yes; Nelson, yes; Linster, yes; Jorgensen, yes.

Science Text Books

Motion by Consoli, second by Nelson to approve the quote from Houghton Mifflin Harcourt for science text books for grades 3-12 for a total of \$77,044.59, as presented. Motion carried. Dr. Nelson stated that the Curriculum Committee also reviewed the series of science text books. They felt this series was an active series and the support for the teaching staff was good. If there are updates to the series, the company will send out the new updates to the series for seven years. Roll vote: Consoli, yes; Nelson, yes; Linster, yes; Jorgensen, yes; Garwood, yes.

Elementary Student Handbook- First Reading

Motion by Jorgensen, second by Nelson to approve the first reading of the Elementary Student Handbook as presented. Motion carried. Roll call vote: Nelson, yes; Linster, yes; Jorgensen, yes; Garwood, yes; Consoli, yes.

Jr-Sr High School Student Handbook- First Reading

Motion by Nelson, second by Jorgensen to approve the Jr-Sr High School Handbook as presented. Motion carried. Roll call vote: Jorgensen, yes; Garwood, yes; Consoli, yes; Nelson, yes; Linster, yes.

C.W. Suter- Boiler Service Agreement

Motion by Garwood, second by Nelson to approve the maintenance agreement for the boiler service from C.W. Suter as presented. Motion carried. Mr. Meyer stated they did a great job last year and they have an itemized check list they go through. Roll call vote: Garwood, yes; Consoli, yes; Nelson, yes; Linster, yes; Jorgensen, yes.

Right as Rain- Randy Rubendall- Outdoor Sprinkler System

Motion by Jorgensen, second by Consoli to approve the quote for Right as Rain for outdoor sprinkler system service, as presented. Motion carried. Roll call vote: Consoli, yes; Nelson, yes; Linster, yes; Jorgensen, yes; Garwood, yes.

Salary Schedule for Non-Certified Staff

Motion by Jorgensen, second by Garwood to approve the salary schedule for non-certified staff, as presented. Motion carried. Roll call vote: Nelson, yes; Linster, yes; Jorgensen, yes; Garwood, yes; Consoli, yes.

Executive Session

No Executive session needed

Action taken from Executive Session

No Executive Session- no action taken

Adjournment

Meeting adjourns at 4:40 p.m.

Next Board of Education Meeting, Monday, June 10, 2013, Wayne Jr/Sr High Library at 5:00 PM



Ann Ruwe, Secretary

Checks for Payment Listing

Direct Dep.	Check	Check Date	Payable To	Description	Amount
01 - GENERAL FUND					
	00012317	06/05/2013	Accessibility dot Net, Inc.	Vision Serv	397.50
	00012318	06/05/2013	American Broadband CLEC	phones	259.85
	00012319	06/05/2013	Arnie's Ford	Inspections and Maint	649.95
	00012319	06/05/2013	Arnie's Ford	Inspections and Maint	14.20
	00012319	06/05/2013	Arnie's Ford	Inspections and Maint	447.26
	00012320	06/05/2013	Black Hills Energy	utilities	227.46
	00012320	06/05/2013	Black Hills Energy	utilities	27.76
	00012320	06/05/2013	Black Hills Energy	utilities	97.60
	00012321	06/05/2013	Bomgaars	Build, Grounds, <u>Athe Equip Rep</u> , <i>Equip</i>	129.99
	00012321	06/05/2013	Bomgaars	Build, Grounds, <u>Athe Equip Rep</u> ,	111.92
	00012321	06/05/2013	Bomgaars	Build, <u>Grounds</u> , <u>Athe Equip Rep</u> ,	136.63
	00012321	06/05/2013	Bomgaars	<u>Build</u> , <u>Grounds</u> , <u>Athe Equip Rep</u> ,	94.69
	00012322	06/05/2013	Carhart Lumber Company	Build exp	40.28
	00012323	06/05/2013	Central Honors Institute	Hal Tuition 9 students	3,375.00
	00012324	06/05/2013	Chemsearch	Cont water treatment prog	982.90
	00012325	06/05/2013	City Of Wayne	utilities	475.92
	00012325	06/05/2013	City Of Wayne	utilities	1,053.71
	00012325	06/05/2013	City Of Wayne	utilities	45.94
	00012325	06/05/2013	City Of Wayne	utilities	4,334.81
	00012325	06/05/2013	City Of Wayne	utilities	5,408.96
	00012325	06/05/2013	City Of Wayne	utilities	671.75
	00012326	06/05/2013	Constellation NewEnergy Gas Div., LLC	utilities	692.65
	00012326	06/05/2013	Constellation NewEnergy Gas Div., LLC	utilities	251.39
	00012326	06/05/2013	Constellation NewEnergy Gas Div., LLC	utilities	14.06
	00012327	06/05/2013	Continental Wireless	radio repair	61.09
	00012328	06/05/2013	Curtis& Coleen Jeffries (Copy Write	<u>Grad Prog</u> , Prin Supp	672.00
	00012328	06/05/2013	Curtis& Coleen Jeffries (Copy Write	Grad Prog, <u>Prin Supp</u>	18.99
	00012329	06/05/2013	C. W. Suter Services	EL Repairs	228.50
	00012329	06/05/2013	C. W. Suter Services	qty billing for semi annual m	1,760.09
	00012329	06/05/2013	C. W. Suter Services	EL Repairs	928.88
	00012329	06/05/2013	C. W. Suter Services	qty billing for semi annual m	1,295.75
	00012330	06/05/2013	Dakota Potters Supply	Kiln Inspection	50.00
	00012331	06/05/2013	Dakota One Leasing Company	Copier cont	1,480.00
	00012332	06/05/2013	Decker, Inc.	treads for HS West Steps	2,831.76
	00012333	06/05/2013	De Lage Landen	color copier lease	88.51
	00012333	06/05/2013	De Lage Landen	color copier lease	258.57
	00012334	06/05/2013	Demco, Inc.	ES libr. supply	173.00
	00012335	06/05/2013	Diamond Center	Ret Gifts	98.55
	00012336	06/05/2013	Doubletree Guest Suites Omaha	St Track Lodging	1,309.00
	00012337	06/05/2013	Egan Supply Co.	Cust supp and rep	615.55
	00012337	06/05/2013	Egan Supply Co.	Cust supp and rep	26.60
	00012337	06/05/2013	Egan Supply Co.	Cust supp and rep	815.20
	00012337	06/05/2013	Egan Supply Co.	Cust supp and rep	460.00
	00012337	06/05/2013	Egan Supply Co.	Cust supp and rep	59.31
	00012337	06/05/2013	Egan Supply Co.	Cust supp and rep	21.45
	00012337	06/05/2013	Egan Supply Co.	Cust supp and rep	173.04
	00012338	06/05/2013	Emily Sims	Flash Drives	57.75
	00012339	06/05/2013	ESU #1	NSSRS Wkshp, 4 people	15.00
	00012339	06/05/2013	ESU #1	NSSRS Wkshp, 4 people	8.25

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
	00012339	06/05/2013	ESU #1	NSSRS Wkshp, 4 people	4.50
	00012339	06/05/2013	ESU #1	NSSRS Wkshp, 4 people	2.25
	00012339	06/05/2013	ESU #1	NSSRS Wkshp, 4 people	30.00
	00012340	06/05/2013	Everlast Climbing Industries, Inc.	Climbing Wall	500.00
	00012341	06/05/2013	Farm to Market Ag Center Inc.	Alarm Batteries	60.00
	00012342	06/05/2013	Farmer Company	office supplies	19.13
	00012342	06/05/2013	Farmer Company	office supplies	19.14
	00012342	06/05/2013	Farmer Company	office supplies	19.13
	00012342	06/05/2013	Farmer Company	office supplies	19.13
	00012343	06/05/2013	First National Bank Omaha	Lib Supply, Dr. ED Supp	32.35
	00012343	06/05/2013	First National Bank Omaha	Supt Suppl, Supt Travel, Supt	22.13
	00012343	06/05/2013	First National Bank Omaha	Supt Suppl, Supt Travel, Supt	12.49
	00012343	06/05/2013	First National Bank Omaha	Lib Supply, Dr. ED Supp	9.76
	00012343	06/05/2013	First National Bank Omaha	Supt Suppl, Supt Travel, Supt	20.00
	00012344	06/05/2013	Francotyp-Postalia, Inc.	Qty postage meeter	179.85
	00012345	06/05/2013	Fredrickson Oil Company	Tire Rep	8.00
	00012346	06/05/2013	Gill Hauling, Inc.	sanitation	460.00
	00012346	06/05/2013	Gill Hauling, Inc.	Addl Summer Containers	488.24
	00012347	06/05/2013	Guarantee Roofing & Sheet Metal, Inc.	EL roof repairs	244.00
	00012348	06/05/2013	Instru Med	Audiometer calibration	65.00
	00012349	06/05/2013	J.W. Pepper & Son Inc.	7/8 Choir, HS Choir	44.25
	00012349	06/05/2013	J.W. Pepper & Son Inc.	7/8 Choir, HS Choir	25.97
	00012349	06/05/2013	J.W. Pepper & Son Inc.	7/8 Choir, HS Choir	35.00
	00012349	06/05/2013	J.W. Pepper & Son Inc.	7/8 Choir, HS Choir	44.24
	00012349	06/05/2013	J.W. Pepper & Son Inc.	7/8 Choir, HS Choir	46.99
	00012349	06/05/2013	J.W. Pepper & Son Inc.	7/8 Choir, HS Choir	25.96
	00012350	06/05/2013	Kenneth S. Hamsa	7/8 Repairs	23.00
	00012351	06/05/2013	Lindsay McLaughlin	office supplies	16.49
	00012352	06/05/2013	Marco	copier contract	213.00
	00012352	06/05/2013	Marco	copier contract	3,718.18
	00012353	06/05/2013	Marco, Inc.	printer lease	725.94
	00012354	06/05/2013	Menards - Norfolk	Build & Grounds	44.90
	00012354	06/05/2013	Menards - Norfolk	Build & Grounds	74.93
	00012355	06/05/2013	Mid States School Bus, Inc.	XS Fuel, Shuttle, Ath, Field T	126.70
	00012355	06/05/2013	Mid States School Bus, Inc.	XS Fuel, Shuttle, Ath, Field T 7/8	857.12
	00012355	06/05/2013	Mid States School Bus, Inc.	XS Fuel, Shuttle, Ath, Field T	2,935.67
	00012355	06/05/2013	Mid States School Bus, Inc.	XS Fuel, Shuttle, Ath, Field T HS	2,098.95
	00012355	06/05/2013	Mid States School Bus, Inc.	XS Fuel, Shuttle, Ath, Field T EL	1,525.43
	00012355	06/05/2013	Mid States School Bus, Inc.	8th to unl (garage)	999.84
	00012356	06/05/2013	Nebr. Assoc. Of School Boards	Schoo law seminar - 4 reg	140.00
	00012356	06/05/2013	Nebr. Assoc. Of School Boards	Schoo law seminar - 4 reg	140.00
	00012356	06/05/2013	Nebr. Assoc. Of School Boards	Schoo law seminar - 4 reg	140.00
	00012356	06/05/2013	Nebr. Assoc. Of School Boards	Schoo law seminar - 4 reg	140.00
	00012357	06/05/2013	Nebraska Council Of School	Ruhl, Hanson Membership	585.00
	00012357	06/05/2013	Nebraska Council Of School	Ruhl, Hanson Membership	585.00
	00012358	06/05/2013	NCS Pearson	Imform Renewal	1,112.80
	00012359	06/05/2013	Nebraska Department of Labor	Boiler Inspection	324.00
	00012360	06/05/2013	Neff Company	academic letters, svc awards	273.89
	00012360	06/05/2013	Neff Company	academic letters, svc awards	291.55
	00012361	06/05/2013	Northeast NE Teacher Academy	2ND Sem Subs	350.00

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
	00012361	06/05/2013	Northeast NE Teacher Academy	2ND Sem Subs	1,470.00
	00012362	06/05/2013	O'Keefe Elevator Co, Inc.	EL Elevator serv	613.35
	00012363	06/05/2013	One Source	background checks	30.00
	00012364	06/05/2013	Pac 'n' Save	HS FACS, OFFice Supp	162.19
	00012364	06/05/2013	Pac 'n' Save	HS FACS, OFFice Supp	9.75
	00012365	06/05/2013	Pieper, Miller	april services	65.00
	00012366	06/05/2013	Plunkett's Pest Control	april/May Serv	200.64
	00012366	06/05/2013	Plunkett's Pest Control	april/May Serv	200.64
	00012367	06/05/2013	Susan Holdstedt (DBA S&H Tax Service)	June 125 Fees	176.70
	00012368	06/05/2013	School Mate	student planner/ES t. supply	385.00
	00012368	06/05/2013	School Mate	student planner/ES t. supply	398.75
	00012368	06/05/2013	School Mate	student planner/ES t. supply	240.00
	00012369	06/05/2013	S.D. 17 Petty Cash Account	payroll correction	825.00
	00012369	06/05/2013	S.D. 17 Petty Cash Account	St Track Meals	504.00
	00012369	06/05/2013	S.D. 17 Petty Cash Account	Payroll Correction	637.50
	00012369	06/05/2013	S.D. 17 Petty Cash Account	Dr Ed speaker	63.28
	00012370	06/05/2013	Sherwin-Williams Co.	Paint & Esupp	665.00
	00012370	06/05/2013	Sherwin-Williams Co.	Paint & Esupp	566.37
	00012371	06/05/2013	Thompson Publishing Group	HR compliance	429.00
	00012372	06/05/2013	UNL Admissions	8th grade UNL Trip reg	325.16
	00012373	06/05/2013	Verizon Wireless	Phones	98.35
	00012374	06/05/2013	Wayne Herald/Morning Shopper	Web, Grad, Legals, Sped	539.57
	00012374	06/05/2013	Wayne Herald/Morning Shopper	Web, Grad, Legals, <u>Sped</u>	329.74
	00012374	06/05/2013	Wayne Herald/Morning Shopper	Web, <u>Grad</u> , Legals, Sped	325.00
	00012374	06/05/2013	Wayne Herald/Morning Shopper	<u>Web</u> , Grad, Legals, Sped	100.00
	00012375	06/05/2013	Winner's Circle	Award	91.14
	00012376	06/05/2013	Zach Oil Company	Supt, Dr ED, Athl, Inserv, <u>Sped</u>	337.52
	00012376	06/05/2013	Zach Oil Company	Supt, Dr ED, Athl, <u>Inserv</u> , Spe <i>HS</i>	160.22
	00012376	06/05/2013	Zach Oil Company	Supt, Dr ED, Athl, Inserv, Spe <i>HS Field Tr</i>	81.29
	00012376	06/05/2013	Zach Oil Company	Supt, Dr ED, Athl, Inserv, Spe <i>P. dup</i>	200.56
	00012376	06/05/2013	Zach Oil Company	Supt, Dr ED, <u>Athl</u> , Inserv, Spe <i>HS</i>	1,101.70
	00012376	06/05/2013	Zach Oil Company	Supt, Dr ED, Athl, Inserv, Spe <i>grounds</i>	165.92
	00012376	06/05/2013	Zach Oil Company	Supt, <u>Dr ED</u> , Athl, Inserv, Spe	79.51
	00012376	06/05/2013	Zach Oil Company	<u>Supt</u> , <u>Dr ED</u> , Athl, Inserv, Spe	42.00

01 - GENERAL FUND Totals: 64,948.77

Report Total: 64,948.77

Checks for Payment Listing

Direct Dep.	Check	Check Date	Payable To	Description	Amount
01 - GENERAL FUND					
	00012377	06/10/2013	Blooms Floral & Gift	Funeral Arr	48.00
	00012378	06/10/2013	CDW Government, Inc.	parts for 4 projector mounts	45.12
	00012378	06/10/2013	CDW Government, Inc.	parts for 4 projector mounts	110.88
	00012378	06/10/2013	CDW Government, Inc.	parts for 4 projector mounts	667.64
	00012378	06/10/2013	CDW Government, Inc.	parts for 4 projector mounts	65.76
	00012378	06/10/2013	CDW Government, Inc.	parts for 4 projector mounts	669.52
	00012379	06/10/2013	Data Management, Inc.	visitor passes-JH/HS princ. su	52.00
	00012379	06/10/2013	Data Management, Inc.	visitor passes-JH/HS princ. su	52.00
	00012380	06/10/2013	Egan Supply Co.	Cust Supp	301.94
	00012381	06/10/2013	Fry & Associates, Inc.	EL Playground Tiles	11,796.75
	00012382	06/10/2013	Marco	Printer usage	98.01
	00012383	06/10/2013	Marco, Inc.	Printer lease	362.97
	00012384	06/10/2013	Nebraska Link	Dist Learning	614.40
	00012385	06/10/2013	Norfolk Daily News	Help wanted Tech	374.99
	00012386	06/10/2013	Novacoast	1/2 Novelle Annual Subscriptio	812.51
	00012386	06/10/2013	Novacoast	1/2 Novelle Annual Subscriptio	1,895.83
	00012386	06/10/2013	Novacoast	1/2 Novelle Annual Subscriptio	541.66
	00012387	06/10/2013	Omaha World-Herald Company	Help Wanted	632.00
	00012388	06/10/2013	Pieper, Miller	June Retainer	100.00
	00012389	06/10/2013	Providence Medical Center	May Services	2,520.95
	00012389	06/10/2013	Providence Medical Center	May Services	3,106.63
	00012390	06/10/2013	Rainbow World Child Care Center and	Early childhood	312.00
	00012391	06/10/2013	S.D. 17 Petty Cash Account	Carpet glue	215.43
	00012391	06/10/2013	S.D. 17 Petty Cash Account	Dr Ed pkg	12.65
	00012391	06/10/2013	S.D. 17 Petty Cash Account	EL Carpet	3,322.00
	00012392	06/10/2013	Shopko	HS sped	14.45
	00012393	06/10/2013	Sioux City Journal Communications	Help Wanted	1,260.75
	00012394	06/10/2013	Tek-Hut	L Sp Bottle Rocket Hardware	1,900.00
01 - GENERAL FUND Totals:					31,906.84
Report Total:					31,906.84

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
01 - GENERAL FUND					
	000EFT30	06/10/2013	State National Bank and Trust Co.	Bank Fees	159.24
01 - GENERAL FUND Totals:					<u>159.24</u>
Report Total:					<u>159.24</u>

Dear Mark & School Board members,

I write this letter through tears.....I regret to inform you that I will be resigning from the Wayne School district after 16 years effective June 7th. Please know that this is one of the most difficult letters I have ever had to write. I care about this school district, community and our children probably more than most realize and to leave a position that helps children has been so tormenting to me.

I have truly been torn about whether to stay at the school but I feel that God is truly calling me to do more with my youth ministry work, our college ministry and through the ministry of my store. I never thought that I would be one who did any type of ministry work but my heart is being called more and more to those suffering in our community and I just feel like I need to have the time to help.

I know that this last year has been very difficult in terms of the technology department so the decision to leave was not one that was easy. I just finally knew that I couldn't continue to stretch myself as thin as I have been doing this last year. I needed to let go of something and sadly through much contemplation I decided it needed to be this job.

Please know that I will continue to help you and this district as much as I possibly can to get you through this transition. The main concern for me has always been what is best for these students. I have lived in Wayne most of my life – graduated from Wayne High and Wayne State. Taking care of these students and helping them to grow and love themselves – realizing that they are all beautiful and special - is so very important to me.

I would like to thank you for all the love and support you have given me through these last 16 years. I am humbled by the true caring nature of all who are involved with this district. This was so evident for me when our son Jacob died – the outpouring of compassion was overwhelming. I also am so grateful for the love that my children Christopher and Joseph receive each and every day. I know that they are cared for and that brings me such comfort.

I will always cherish the years I spent here and I thank you so much for the opportunity to work for you. The 16 years I have spent here mean more to me than you can possibly know. It is truly through tears that I write this letter.....

Many blessings to all of you.

A handwritten signature in cursive script that reads "Amy J. Woerdemann". The ink is dark and the handwriting is fluid and personal.

Amy J Woerdemann

Admin Retreat Notes

5/30/13

Positives/Accomplishments:

Transition to new configuration went well (students, parents, staff)

Breakfast program

Improved lunch flow at 7-12 building

Students adjusted to changes to lunch program

Cooks have done a great job with shift of facilities, new lunch guidelines, and breakfast program

Facility improvements

Improved NeSA Scores

Addition of K-2 MAP testing

6th grade orientation was well received

Addition of a Reading Specialist

Transition has allowed for more student contact hours for traveling teachers

School psych services available 4 days a week

Milk machine at High School

Addition of Foundation Director

Shift in buildings allowed for an even distribution in administration

Teachers began using C4L

Facilities shift allowed for better coverage in offices

Maintenance department did a great job keeping up with needs during transition

Teachers made changes in preparing students for NeSA testing

In-service time focused on data

Support from the ESU

Mid-state conference executive school

Open houses were well received by the community

Strong community/parent involvement efforts

Common handbook for 7-12

Monthly Directors Meetings

Admin team meetings have helped to strengthen team and the team's vision of a functioning 'district' instead of separate buildings

Support from School Board

Support from WSC

Playground project at Elementary

To do/to continue:

Demolish old Elementary

Technology integration into the classroom

ELL plan - numbers continue to grow, especially at the 7-12 level

Continue to maintain and upgrade facilities (facilities plan)

Plan for accreditation visit for April 2014

Staffing needs – evaluation system

Continued support for staff and data analysis

Parent night for title one families

Continued support of HAL program

Continued efforts to involve community/parents

Implementation of PBIS at elementary

Camera system

Continued support of the Backpack program

Stable budget

Board Report June 2013
Mark Hanson
High School Principal

- Class of 2013 Exit survey - information sheet enclosed with board packet.
- We had one senior that had their diploma on hold until work could be made up. That student has completed the work and all 2013 seniors have received their diplomas.
- I attended the NASB school law conference in Kearney on June 7, 2013.
- Attendance – The attendance committee reviewed absences at the end of second semester. We had 4.5% of our student population go over 10 days of absence. In most instances semester exams were given to ensure student mastery of missed material. In some cases credit is lost.
- Master schedule is complete and students are registered for 2013-2014 classes.
- Dual Credit monies from Spanish – It was decided to buy projectors and mounts for rooms that are not already equipped.
- Student/Parent handbooks (Jr./Sr. High – Second reading.)
- Purchase orders for 2013-2014 have been reviewed.

June 8, 2013
School Board Meeting
Special Education Director Report
Misty Bear

Special Education

1. In the past month 2 MDT, 11 IEP, 3 IFSP, 2 SAT, and 2 HAL meetings have been held.
2. We interviewed four candidates for the SPED K-2 teacher and were able to offer a contract.
3. We are in the process of interviewing for SPED paras for the 2013-14 school year.
4. We met both Part B and C requirements for ILCD .

Testing/Data

1. State Writing results are in. The Elementary and High School did very well. The Junior High Students were close to state average.
2. Joan Hansen, Lee Brogie, and Joyce Hoskins will once again take part in item writing for C4L (Check for Learning).

HAL

1. Congratulations to the following students for being accepted to the Central Honors Institute Academic Camp (CHI) in Columbus. Applications were open to students entering 7th or 8th grade in the fall of 2013 who have demonstrated high ability in language arts, science, and/or mathematics. Wayne Community Schools HAL program will pay for the 8 students to attend the week-long camp.
 - a. Katie Brown
 - b. Tyler Gilliland
 - c. Marcella Jurotich
 - d. Ky Kenny
 - e. Isaiah Longe
 - f. Callie Brown
 - g. Sarah Wibben
 - h. Logan Riesberg
 - i. Breanna Kallhoff
2. Sonya Tompkins has accepted the extra duty position of being the HAL coordinator for the 2013-14 school year.

Mrs. Jill Pickinpaugh
Elementary Principal
June 4, 2013

FOCUS ON DATA

- All testing was completed for the 2012-2013 school year. We celebrated growth in many areas and will continue to look at data to make informed decisions for instruction in the future.

HIGHLIGHTS

- Mrs. Winter Stewart is welcomed as our newest addition to the 4th grade team; she will be teaching Language Arts, Math and Nebraska studies.
- Students enjoyed field day. Grades K-3 and 4-6 were held on two separate days.
- The music concerts for grades 5th, 6th and K-4th were enjoyed by many.
- The top sellers of Puffins in grades K-6 enjoyed a pizza party from WEB on May 20th.
- To help the 6th graders feel more comfortable and ready for next fall, they were invited to play games with 7th graders, and then enjoyed lunch at the Junior High.
- The last day's assembly was hosted by the Kindergarten classes, WEB presented checks for the climbing wall and for Daily 5 supplies, the Lion's Club presented the school with a lovely plaque for Maura's winning essay, and the students and teachers gave me a meaningful picture of a tree for my office which included all their thumb prints.
- Teachers' rooms are already being cleaned and scrubbed; the hallway is ready for a fresh coat of paint.
- I attended the Technology Conference in Norfolk on May 29th.
- I attended "Developing Assets in Children" on June 3rd in Ponca.
- I will be attending the law conference in Kearney on June 7th.

Additional Endeavors

- WEB is piloting a volunteer project to help with art classes for the elementary. Thank you to Mrs. Amy Jackson who is helping WEB to prepare lessons.
- Dr. Nordstrom will be leaving WSC, so I will need to restart on my "Dream" of having college students using testing data to create lesson plans for individual students.

Thank You

- Thank you to all the families for helping to make this first year a success as a K-6 building.
- Thank you to the Lion's Club for the plaque in commemoration of Maura Loberg's winning essay.
- Thank you to Traci Burrows for her years of service.
- Thank you to all the parents who helped make field day successful. Thank you to WEB for the freeze pops for all.

Ann Ruwe - Fwd: resignation

From: Ann Ruwe

Subject: Fwd: resignation

>>> Robert Burrows <rtburrows1@msn.com> 6/4/2013 1:28 PM >>>

Thank you for the invitation to return for the 2013-14 school year. However, I have decided to move on to something new and will not be returning with the start of the next school year. Thank you for the opportunity to serve the kids in our community.

Traci Burrows

Ann Ruwe - Fwd: resignation

From: Ann Ruwe
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Traci Burrows

Board Report
June 2013
Athletic Director/Junior High School Principal
Rocky Ruhl

Junior High:

School ended on a good note. Ms. Sudmann and Mr. Hoskins organized a dodge ball tournament for the sixth grade and Friends' group. During this time period the sixth grade experienced eating lunch at the Junior Senior High School. It was a good experience and I think we relieved some more anxiety.

Mrs. Lutt and Mrs. Brogie took the eighth grade on their annual end of the year field trip. They bowled, visited the WSC planetarium, and enjoyed their sack lunch and Bressler Park.

Athletic Director:

We are in the process of changing our scheduling program from Schedule Star to rSchoolToday.com. I am also looking at an athletic website to house schedules and communicate messages from our coaches.

The strength and conditioning program has started for the summer on June 3. Workout times have been set-up for all the athletes.

The track team qualified nine track team members for the state meet. Grant Anderson was the Class B state champion in the high jump.

Team camps and open gym have started for several sports.

Schedules for next season are continuously being updated and will be sent off for printing soon.

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/3rd – 6th Title I Reading
1st – 6th Title I Math

Music

Anderson, Tracy
Jensen, Carrie
Jensen, Monica

5th and 6th Vocal Music
5th and 6th 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

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
A1 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.
A2 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.	
A3 Assault on school personnel, with or without result of injury	OSS 10-19 days. Notify parents and police. Recommendation for expulsion.		
A4 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.
A5 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.
A6 Cyber Bullying	ISS/OSS 1-5 days Possible contact with law enforcement.		
A7 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.	
A8 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.
A9 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, CO₂ 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.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
B1 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.	
B2 Firearm	Mandatory 1 calendar year expulsion.		
B3 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.
Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
C1 Possession, under the influence of, and/or use of alcohol, controlled substance, intoxicant or placebo/look- alike/ imitation	OSS 5-19 days. Notify police. Recommend drug/alcohol evaluation. Possible recommendation for expulsion - SCIP Referral	Recommendation for expulsion.	
C2 Not leaving prescriptions and/or medications in the office. Carrying on person.	1-5 day ISS and /or 1-5 day OSS Contact parents	10-19 days ISS and/or OSS SCIP Referral	
C3 Selling or offering a controlled substance, prescription drug, alcohol, and intoxicant of any kind	OSS 5-19 days. SCIP Referral	OSS and/or Recommendation for expulsion.	
C4 Possession of drug paraphernalia and or sale of.	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.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
D1 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.	
D2 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.
Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence

E1 Fire setting, arson.	OSS 5-19 days. Notify parents, police, and fire marshal. Reimburse district for loss. Recommendation for expulsion.		
E2 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.
E3 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.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
F1 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.
F2 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.
F3 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.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
G1 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.
G2 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.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
H1 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.
H2 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.
H3 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.

Infraction	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence
I1 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.
I2 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.
I3 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
I4 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.
I5 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.

I6 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.	
I7 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.
I8 Tardies	Warning and/or seminar.	Planning room	Next offense – ISS and/or OSS, parent meeting.
I9 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.
I10 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.
I11 Falsifying or altering signatures.	ISS 1-3 days. Notify parents.	ISS 1-3 days. Notify parents.	OSS 1-3 days. Notify parents.
I12 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.
I13 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.	
I14 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
I15 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
I16 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
I17 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.
I18 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.

I19 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.
I20 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.
I21 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
I22 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.
I23 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
I24 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 5th & 6th grades and a parent/principal conference. During this conference, the nature of the absences will be discussed and a plan to remedy the situation will be established. Absences due to extended illness and/or accidents will receive 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.waynec.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 5th and 6th Grades

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

Insurance

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

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 7th Street, Wayne, NE 68787, (402) 375-3150.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	M.Lenihan, Superintendent
Title IX	Discrimination or harassment based on gender equity	M. Hanson, H.S. Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	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.

Students' Rights and Responsibilities

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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.

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 1st 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

1st intervention/consequence; Seminar with teacher

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

3rd 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

**WAYNE PUBLIC SCHOOLS
LUNCH PRICES**

	<u>2012-2013</u>	<u>PROPOSED 2013-2014</u>
Students-Grades 7-12	\$ 2.25 per day	\$ 2.35 per day
Students-Grade Kdg.-6	\$2.15 per day	\$ 2.25 per day
Reduced-price meal	\$.40 per day	\$.40 per day
Adults	\$ 3.15 per day	\$ 3.25 per day
Milk, per carton	\$0.40	\$0.40
Ala carte (adults only)	\$ 2.20 per day	\$ 2.30 per day
Adult visitors	\$3.45 per day	\$ 3.55 per day

*The 10 cent increase is based on adjusting the school year 2012-2013 price requirement (\$2.20) by a 2% rate increase plus the Consumer Price Index (2.93%) with a 10 cent cap. Paid Lunch Equity Calculations are required by the USDA/Food and Nutrition Service.

**BREAKFAST PRICES
(No change needed)**

	<u>CURRENT/PROPOSED</u>
Students-Grades 7-12	\$ 1.50 per day
Students-Grade Kdg.-6	\$ 1.50 per day
Reduced-price meal	\$.30 per day
Adults	\$ 2.00 per day

SY2013-2014 Weighted Average Pricing Report

This report assists in tracking the pricing requirements and amounts carried forward for SY 2014-2015. Information on this report is used to determine the SY 2014-2015 weighted average price requirements.

Please print and keep in records.

NOTE: If information is changed in the tool, the report contents will change.

Section 1: SY2013-2014 Weighted Average Paid Price Requirements

A. SY 2013-14 Weighted Average Price Requirement*: <i>*This price will be entered into the SY 2014-2015 tool to determine the SY2014-2015 weighted average price requirements</i>	\$2.32
B. Optional Price ROUNDED DOWN to nearest 5 cents:	\$2.30

Section 2: Amounts Carried Forward to SY 2014-2015

Select the SY 2013-2014 method used to ensure sufficient funds are provided for PAID Lunches

▼

Average Weighted Price Adjustments

A. Remaining increase carried forward to SY 2014-15:	
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B. Remaining credit carried forward to SY 2014-15:	
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Non-Federal Source Contributions

C. Remaining Annual Non-Federal Source Contribution carried forward to SY 2014-15:	
---	--

D. Remaining Credit carried forward to SY 2014-15:	
---	--

Split Calculations

E. Remaining Annual Non-Federal Source Contribution carried forward to SY 2014-15:	
---	--

F. Remaining Credit carried forward to SY 2014-15:	
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ADMINISTRATION REGULATION 4004
PERSONNEL – CERTIFIED

Salaries for Substitute Teachers

The pay for substitute teachers is **\$95.00** per day without benefits. **After 20 days** of *continuous teaching in the same position, the substitute teacher shall be placed on the lowest step (BA Step 1) of the regular salary schedule, without fringe benefits. In the event that a substitute teacher is needed to begin the school year and remain in the same position from the previous year, he/she shall be placed on the lowest step (BA Step 1) of the regular salary schedule, without fringe benefits, retroactive to the twenty-first day of teaching. Substitute teachers are required to have a valid Nebraska teacher certificate registered with the superintendent.

When substitute teachers are needed in high demand areas such as Math, Science, and Engineering, faculty may immediately be paid at the 1/185 rate with the prior approval of the superintendent. The superintendent will refer to the list of endorsement areas in high demand as provided annually by the Nebraska Department of Education.

*continuous teaching shall mean teaching only at the Wayne Public Schools (in the same position and assignment unless approved by the School Superintendent). A sick day shall not be paid for and shall not be considered as a break in the continuous teaching cycle.

First Reading (New Revision): November 12, 2012
Date of Adoption (or Last Revision): November 12, 2012
Related Policies and Regulations:
Legal Reference:

Remaining Balance on Const.	18,000.00
Build Fund Balance	480,407.26
Build Fund Available for other Projects B32-B15	462,407.26
Build Fund Projects	
Cantrell Materials	-
Retaining Walls and Grounds	5,000.00
Paint	2,500.00
Misc Walls to build	1,200.00
Move Tech Mod?	
Demo EL ?	30,000.00
Asbestos EL	59,000.00
HS Lockers ?	
HS Locker Rooms ?	
HS Air Conditioning?	
EL AC for gym?	
Storage build	
HS Parking Cement	
Prepare Land for Use after EL Demo	
Security Cameras (Remaining)	14,495.00
Total Est other Projects (unpaid)	112,195.00
Remaining Building Fund (cash)	350,212.26
Building Disbursements Allowed on Budget 2012-2013	462,500.00
Amount Spent out of Building 12-13	
Construction (paid)	279,155.48
Other Projects (paid)	75,173.91
Total	354,329.39
12-13 Budget Available	462,500.00
Less Amt owed on Build	18,000.00
	<hr/>
	444,500.00
Remaining Budget after Payments (available for Est. Projects (unpaid))	90,170.61

Building Fund Expenditures for June 2013:

1831	1,500.00	Cardno ATC - Prebid svcs for Asbestos Removal
1832	23,505.00	Protex Central - Security Camera Equipment
Total	<hr/> 25,005.00	

Bond Fund Expenditures for June 2013:

1182	68,537.50	Fremont National Bank - Int on Bond
	<hr/> 68,537.50	

Qualified Capital Purpose Expenditures for June 2013:

1016	2,375.00	Fremont National Bank Int on Qual Cap Bond
1017	79,931.62	Fremont National Bank - Int on Build Am. Bonds
	<hr/> 82,306.62	

Recycling Expenditures for June 2013:

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

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

0

**Policy 5002
Students**

Present
Policy

Parent Involvement Policy

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

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

Title I Parental Involvement

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

- (A) that parents play an integral role in assisting their child's learning;
- (B) that parents are encouraged to be actively involved in their child's education at school;
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and
- (D) that the carrying out of other activities, such as those described in the parental involvement policy (above).

First Reading (New Revision): September 13, 2010
Date of Adoption (or Last Revision): October 11, 2010
Related Policies and Regulations: Administrative Regulations 5002
Legal Reference:

Last Review Date: July 9, 2012

**ADMINISTRATIVE REGULATIONS 5002
STUDENTS**

**Wayne Community Schools Expectations
Title I Student/Parent/Teacher Compact
“Learning For Life”**

Students Promise:

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

Family Promise

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

School Promise

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

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

Student signature: _____

Date: _____

Parent signature: _____

Date: _____

Principal Signature: _____

Date: _____

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

Policy 5002 Students

Parent Involvement Policy

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

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

Title I Parental Involvement

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

1. An annual meeting to which all parents of participating children will be invited. Invitations may take the form of notes sent with students. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. Notification to the parent(s) or guardian(s) of a student's eligibility to participate in the Title I program and assessment information under which the student has qualified.
3. An explanation of the details for the child's participation: type and extent of participation and evaluation of progress.
4. Opportunities for parent training on ways to support children's learning.
5. Communication to parents about student progress to be provided in the language used in the home. Responses to parent concerns will be provided in a timely manner.
6. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by the school district staff.

7. Each spring the Title 1 program will assess and review through the consultation with parents, the effectiveness of the program and re-design strategies for improvement. Opportunities will be given to parents to be involved in using these findings to plan, design, and implement the Title 1 program for the following year.

First Reading (New Revision): June 10, 2013

Date of Adoption (or Last Revision):

Related Policies and Regulations: Administrative Regulations 5002

Legal Reference:

Last Review Date: July 9, 2012

**ADMINISTRATIVE REGULATIONS 5002
STUDENTS**

**Wayne Community Schools Expectations
Title I Student/Parent/Teacher Compact
“Learning For Life”**

Students Promise:

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

Family Promise

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

School Promise

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

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

Student signature: _____

Date: _____

Parent signature: _____

Date: _____

Principal Signature: _____

Date: _____

**Policy 5304
STUDENTS**

STUDENT DUE PROCESS RIGHTS

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's specific teacher, activity sponsor or other certified employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law, as well as, with the provisions outlined in the Board's policies and procedures on student suspension and student expulsion. Rules for student conduct and appeal procedures will also be published in the student handbook.

If the complaint cannot be resolved by a certified employee, the student may discuss the matter with the principal within 5 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 5 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

First Reading (New Revision): 4-14-2003

Date of Adoption (or Last Revision): 8-18-2003

Related Policies and Regulations:

Legal Reference: Neb. Statute 79-268 et seq.

Policy 5304
STUDENTS

STUDENT DUE PROCESS RIGHTS

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's specific teacher, activity sponsor or other certified employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level. All complaints, responses and decisions will be in writing.

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state and federal law, as well as, with the provisions outlined in the Board's policies and procedures on student suspension and student expulsion. Rules for student conduct and appeal procedures will also be published in the student handbook.

If the complaint cannot be resolved by a certified employee, the student may discuss the matter with the principal within 5 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 5 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

First Reading (New Revision): June 10, 2013
Date of Adoption (or Last Revision):
Related Policies and Regulations:
Legal Reference: Neb. Statute 79-268 et seq.



1292 E. 4th St.
Ainsworth, NE 69210

"UNITED WE SAVE"

Phone: 402-387-1245
Fax: 402-387-2530

May 23, 2013

Attention: Administrators and Food Service Managers

Special Invitation to Join the Food Cooperative Program

Dear Administrators and Food Service Managers,

The current 110-plus members of the Statewide ESU Cooperative Food Program would like to invite your school to consider joining their team as a food program member for the 2013-14 school year.

The Nebraska ESU Cooperative's Food Program is designed to save schools both time and money. This is accomplished by creating a compliant bid that provides a savings platform for the Schools of Nebraska. The Cooperative asks your school to participate at a level that represents 60% of your food expenditure dollars less your commodity's received through DHHS. There are no costs, out of pocket fees, or penalties associated with the program.

The program serves as both an aggressive savings program and a program that insures your schools compliance with in both State and Federal food procurement guidelines.

We recently completed the 2013 bid and received very competitive responses. From these responses Nebraska ESU Cooperative has selected Sysco to provide a Prime Vendor program for participating schools. Any school of Nebraska can participate. Those that are interested can also obtain a side-by-side comparison between their previous expenditures and what they would have been if they had participated in the program.

In addition should you like references from schools of similar size or within your region please contact us and we will put you in touch with those parties. As a result of your support and participation in this program will continue to provide benefit to Nebraska Schools.

If you have any questions about the program, please contact me at 402-261-9405. If you would prefer a personal visit to your school to find out more details about the program, please contact me to schedule an appointment. We understand as budgetary commitments and time demands continue to grow, cooperation is a reasonable and plausible avenue for maximizing your district's time and money. Thank you very much for your time and best wishes from our office for a successful conclusion to your school year.

Sincerely,

Kip Schneider

Director

NE Cooperative Purchasing

kschneider@esu17.org



*2013 - 2014 Annual
Food Service Supply
Agreement*

Nebraska ESU Affiliated School: WAYNE PUBLIC SCHOOL
611 WEST 7TH STREET
WAYNE, NE 68787

Phone: 402-375-3150 **District #:** _____ **County:** Wayne

Food Service Manager: Judy Pochlman **ESU #:** 1

Superintendent: Mark Penihan

- 1.) Agreement Period: **August 1, 2013 to July 31, 2014**
- 2.) Awarded Vendor: **Sysco**
- 3.) Terms & Conditions:

- A. Minimum Drop Size for Free Delivery is **\$400 per order**
(All orders under \$400 will be subject to a \$25 per drop fee.)
(All orders in December and May not subject to minimum order amount.)
- B. Anticipated Participation Level Calculation:

School 2012 NDE Reported Food Expenditures:	\$147,966.00
Minus Commodities (2013):	\$32,084.38
Equals Calculation Amount:	\$115,881.62
X 60%	

Equals School Annual Anticipated Usage Amount: \$69,528.97

C. Monitoring Usage

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

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

D. Protocol for Under Usage

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

E. Cancellation

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

Please select one of the following options:

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

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

Reason: _____

To be filled out by school:

Agreed to this 30 day of May , 2013.

School Superintendent

Please list all drops to be included for this school:

- | | |
|-----------------------|-----------|
| 1.) <u>Wayne High</u> | 2.) _____ |
| <u>Lell West 7th</u> | _____ |
| 3.) _____ | 4.) _____ |
| _____ | _____ |
| 5.) _____ | 6.) _____ |
| _____ | _____ |

NE Coop Office Use Only:

Agreed to this _____ day of _____, 2013.

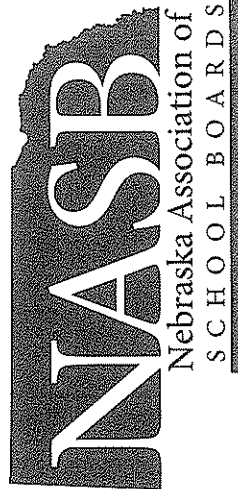
Nebraska ESU Cooperative Purchasing representative

Register at

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

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