

**Wakefield Community School
Board of Education Regular Meeting
Monday, July 15, 2019 5:40 PM**

The Board of Education Regular Meeting convened in open and public session on Monday, July 15, 2019 at 5:40 PM in the Board of Education Room at the Boardroom
802 Highland Street
Wakefield, NE 68784.

President Brown informed the group of the Open Meetings Act posted in the room and accessible to all members of the public as required by law. All board members had received notice of the meeting and the meeting notice had been published/posted in a timely manner prior to the meeting date.

ATTENDANCE TAKEN AT 5:40 PM:

Present: Bree Brown, Arianne Conley, Shannon Johnson, Jeffrey Keagle, Sherri Lundahl, Mark Victor. Present: 6.

Opening Procedures

Call to Order

Open Meetings Act

Roll Call

Excuse Board Member Absences

Approval of Agenda

Motion to approve the agenda Passed with a motion by Arianne Conley and a second by Sherri Lundahl.

Bree Brown: Yea

Arianne Conley: Yea

Shannon Johnson: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Awards and Special Recognition

Recognition of Visitors/Communication from the Public

Reports

Administrators

Elementary Principal Report

Secondary Principal Report

Superintendent Report

Board Committee Reports

Board Policy

Building, Sites & Transportation

Business & Finance

Curriculum, Americanism & Technology

Public & Personnel Relations

Strategic Planning

Wakefield - Allen - Emerson-Hubbard Cooperative Committee

Discussion and Action Items

Consent Agenda

Motion to approve the Consent Agenda Passed with a motion by Arianne Conley and a second by Jeffrey Keagle.

Bree Brown: Yea

Arianne Conley: Yea

Shannon Johnson: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Minutes of the previous meeting

Financial Reports

Discuss and take appropriate action on the appointment of Superintendent Mark Bejot, as the authorized representative for all local, state, and federal programs and documents as of July 1, 2019.

Move to appoint Superintendent Mark Bejot as the authorized representative for all local, state, and federal programs and documents as of July 1, 2019 Passed with a motion by Arianne Conley and a second by Sherri Lundahl.

Bree Brown: Yea

Arianne Conley: Yea

Shannon Johnson: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action on the appointment of Matt Brenn as the compliance officer for Title IX.

Move to appoint Matt Brenn, the Title IX compliance officer for the upcoming 2019-20 school year Passed with a motion by Jeffrey Keagle and a second by Bree Brown.

Bree Brown: Yea

Arianne Conley: Yea

Shannon Johnson: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action on the participation in the state and federal hot lunch program with the Elementary Principal, Jerad Wulf, serving as the elementary hearing officer and High School Principal Matt Farup as the high school hearing officer.

Move to appoint Jerad Wulf as the elementary hearing officer and Matt Farup as the high school hearing officer for the state and federal hot lunch program for 2019-20 school year Passed with a motion by Arianne Conley and a second by Shannon Johnson.

Bree Brown: Yea

Arianne Conley: Yea

Shannon Johnson: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action on the appointments of Mrs. Dawn Lubberstedt, High School Secretary as the determining official for all hot lunch applications received from students in grades 7-12 and the appointment of Mrs. LaVon Anderson, elementary secretary as the determining official for all hot lunch applications received from students in grades PreK-6.

Move to appoint Mrs. Dawn Lubberstedt and Mrs. LaVon Anderson as the determining officials for high school and elementary school lunch applications for the 2019-20 academic year Passed with a motion by Sherri Lundahl and a second by Bree Brown.

Bree Brown: Yea

Arianne Conley: Yea

Shannon Johnson: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action on the appointment of Mrs. Becky Gothier as the Recording Secretary/Board Treasurer for 2019-20 school year.

Move to appoint Mrs. Becky Gothier as the Recording Secretary/Board Treasurer for school year 2019-20 Passed with a motion by Arianne Conley and a second by Shannon Johnson.

Bree Brown: Yea

Arianne Conley: Yea

Shannon Johnson: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action three NSAA school cooperative for football beginning in 2020-2021 with Emerson-Hubbard and Allen Consolidated schools.

Move to table Wakefield Community School move enter into a 3 school cooperative for football in 2020-21 Tabled with a motion by Bree Brown and a second by Shannon Johnson.

Bree Brown: Yea

Arianne Conley: Yea

Shannon Johnson: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to join the Nebraska Rural Community Schools Association.

Move that Wakefield Community School join the Nebraska Rural Community Schools Association for 2019-2020 at a cost of \$850 Passed with a motion by Jeffrey Keagle and a second by Arianne Conley.

Bree Brown: Yea

Arianne Conley: Yea

Shannon Johnson: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action on Policy 5045 Student Fees.

Move to approve the Student Fees Policy 5045 as recommended Passed with a motion by Arianne Conley and a second by Bree Brown.

Bree Brown: Yea

Arianne Conley: Yea

Shannon Johnson: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action on Policy 5054 Student Bullying

Move to reaffirm policy 5054 Student Bullying Passed with a motion by Sherri Lundahl and a second by Jeffrey Keagle.

Bree Brown: Yea

Arianne Conley: Yea

Shannon Johnson: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to adopt proposed Board Policy revisions.

Move to approve board policy revisions as recommended by the Policy Committee Passed with a motion by Arianne Conley and a second by Bree Brown.

Bree Brown: Yea

Arianne Conley: Yea

Shannon Johnson: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to approve the 2019-20 Parent - Student Handbook.

Move to approve the 2019-20 Parent-Student Handbook and revisions as presented Passed with a motion by Arianne Conley and a second by Sherri Lundahl.

Bree Brown: Yea

Arianne Conley: Yea

Shannon Johnson: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to approve the 2019-20 Staff Handbook.

Move to approve the 2019-20 Staff Handbook with revisions as presented Passed with a motion by Jeffrey Keagle and a second by Bree Brown.

Bree Brown: Yea

Arianne Conley: Yea

Shannon Johnson: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to declare surplus property.

Move to declare surplus property as recommended. Passed with a motion by Sherri Lundahl and a second by Jeffrey Keagle.

Bree Brown: Yea

Arianne Conley: Yea

Shannon Johnson: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss NASB board professional development activities.

Upcoming Dates and Times

Set the date and time for the next regular meeting

Adjournment

Motion to adjourn the meeting at 8:44pm Passed with a motion by Jeffrey Keagle and a second by Bree Brown.

Bree Brown: Yea

Arianne Conley: Yea

Shannon Johnson: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

NASB Monthly Update for Board Meetings - Agenda Item: JULY 2019

“NASB Update”

July already! As a board, some items to be focused on during July include:

- Monitor progress of district goals, link goals to discussion and action items, adopt board goals
- Review your Strategic Plan Progress Report
- Conduct a Board/Administrator Budget Work Session
- Review your Budget Authority and Allowable Reserve Percentage Certification
- Review Special Education Program and Multi-Cultural Education Program Curriculum
- Conduct an Annual Review of your Parental and Family Engagement Policy (with a public hearing and adoption if there are changes)
- Student Fees Policy is due August 1
- Go over the Superintendent evaluation and goal planning, and file copy of approved superintendent/ESU administrator contract or any amendments with the Department of Education by August 1
- The Distance Education Incentives Application is due August 1
- Pupils Instruction in Another District Contracts is due August 15

Networking & Events

June saw a number of events in Kearney the week of June 10th with a New Board Member Connections Workshop, the annual member golf outing and the School Law Seminar taking place. Great seeing so many of you there for a week of learning, networking and fun! In July NASB will host an orientation in our offices geared towards new Superintendents/ESU Administrators and their boards, as well as the NAEP workshops around Nebraska.

- NAEP Regional Workshops in Gering & Lincoln, July 16. Kearney & Norfolk, July 17
- NASB Orientation, July 24 at the NASB Offices in Lincoln
- Area Membership Meetings begin August 20th ... dates are below, registration is now open!
 - Tuesday, August 20, 2019 | Valentine
 - Wednesday, August 21, 2019 | Fremont
 - Thursday, August 22, 2019 | La Vista
 - Monday, August 26, 2019 | Gering
 - Tuesday, August 27, 2019 | North Platte
 - Wednesday, August 28, 2019 | Kearney
 - Wednesday, September 4, 2019 | York
 - Wednesday, September 18, 2019 | Nebraska City
 - Wednesday, September 25, 2019 | Norfolk

You can learn more, and register for the above events at www.NASBonline.org



This year's Area Membership Meetings schedule is slightly different. We will still be in 9 locations starting earlier in mid-August and wrapping up mid-September. Mark your calendar now for the one closest to you!

State Education Conference registration will open on September 11 ... look for more details as we get closer to that date on how to book both your conference and hotel.

Advocacy/Interim Studies:

Interim Studies to keep an eye on ...

- LR63 - Interim study to examine educational service units
- LR151 - Interim study to examine the financing of public education and develop recommendations for improving school funding
- LR152 - Interim study to examine issues under the jurisdiction of the Education Committee
- LR153 - Interim study to examine the administrative costs of local school systems and school districts
- LR157 - Interim study to conduct an in-depth review of the financing of the public elementary and secondary schools
- LR208 - Interim study to examine state and school district policies that relate to maintaining a safe and positive school learning environment
- LR214 - Interim study to examine issues that surround the engagement, attraction, and retention of youth in Nebraska
- LR242 - Interim study to examine the replacement of Native American mascots in Nebraska at nontribal schools

Follow NASB on twitter at www.twitter.com/NASBOnline using the hashtag #liveNASB
and on facebook at www.facebook.com/NASBOnline

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the **Board Notes newsletter** for "This Month In ...". To access the latest newsletter, click here:

<http://members.nasbonline.org/index.php/news-resources/board-notes>

Thanks for all you do for your board, your community and the entire state by serving public education in Nebraska.

Superintendent's Report

July 15, 2019

- 1. Goal #1:** Wakefield Community School will provide students an education that develops relationships utilizing a relevant curriculum that infuses technology providing 21st Century learning for all students. (Curriculum, Americanism & Technology)
 - a. Resulting from the June elementary school improvement meeting the team examined a reading intervention program called Exact Path, which the team unanimously committed to support as supplemental reading program. This first year we will pilot the program at the in grades K – 6. This program serves as both remedial as well as enrichment for our students.
 - b. Mr. Wulf is working on a possible federal grant for the school district addressing safety, mental health, substance abuse, MTSS/RTI supports. This is a four year grant for up to \$770,000 per year. He is working with a grant writer and they are looking at smaller rural schools. He will present more information at the meeting.
 - c. Mr. Hassler has a report regarding a second bid on equipment for the weight room to provide you.

- 2. Goal #2:** Wakefield Community School will make an efficient use of all resources. (Business & Finance)
 - a. As of the end of June, the school district is 7.54% under budget for the year. Local General Fund tax receipts in June was \$406,733 and General Fund expenses were \$540,113. General Fund balance as of July 1, 2019 is \$1,718,181; Depreciation Fund \$537,221; Employee Benefit Fund \$32,280; Lunch Fund \$124,970; Bond Fund \$38,869; Special Building Fund \$740,359; Qualified Capital Purchase Undertaking Fund (QCPUF) \$138,446; Interim Fund \$5,168 and Student Fees Fund is \$3,320. Total unencumbered funds all funds is \$3,338,818. Comparing our General Fund percent of budget remaining we are at 24.12% compared to the previous year of 31.47 %

- 3. Goal #3:** Wakefield Community School will facilitate communication with staff, parents, patrons, and students (Public and Personnel Relations)
 - a. School in-service begins on Monday, August 12, 2019, which is the August Board Meeting and Meet and Greet night. Meet and Greet begins at 5:00 pm and ends at 7:00 pm. We need to get the event planned and materials ordered for the event.

4. Miscellaneous

- a.** The NRCSA Board has an opening for a school board member to serve on the Legislative Committee. The committee meets 2 – 3 times per year. The members of the committee are asked to testify before the legislative committee hearings. The school district will pay for transportation.
- b.** The board has football ticket taking at the Creighton game on August 30, 2019. Ticket taking begins at 6:00 pm.
- c.** NASB Fall Area Meeting in Norfolk is scheduled for September 25, 2019. If you plan to attend please let Becky know so we can register you for the event. A number of you have earned board member awards this past year, which are presented at the fall meeting.

Policy Review 2019

Policy 2002: Organization of the Board is REQUIRED update. We need to decide which option in subsection 3: Board Officer Voting & Tie Breakers. I would recommend Option 2 determine by a coin flip.

Policy 2006: Complaints: is REQUIRED. The addition is “Special Rules” regarding educational services and related services to students with disabilities. This addition clarifies that the complaint policy is not usable to resolve IEP and 504 issues.

Policy 2014: Relationship with School Attorney New Name: Relationship with District Legal Counsel is HIGHLY RECOMMENDED. This changes “schools attorney” for “district legal council.” This will allow the Board President and Superintendent to hire additional counsel without a board meeting. This would occur for hearings to retain a hearing officer.

Policy 2017 Indemnification and Liability Insurance: is Highly Recommended. The board has a 5 million liability umbrella insurance. However circumstances can occur that are trickier than what is covered and the board may wish to provide indemnification. This would authorize the Superintendent to provide the indemnification to the extent he/she is authorized. Example would be a lawsuit naming a board member.

Policy 3003.1: Bidding for Construction, Remodeling, Repair or Related Projects Financed with Federal Funds is REQUIRED. Unlikely we will ever use this policy as schools typically do not build using federal funds.

Policy 3004.1: Fiscal Management for Purchasing and Procurement Using Federal Funds is REQUIRED. Fixes a typographical error in the current policy.

Policy 3016: Smoking is HIGHLY RECOMMENDED as it includes revisions made by the legislature on use of electronic nicotine delivery systems (Vaping) LB149 criminalizes the use of electronic nicotine delivery system by any minor under the age of 19. Attorneys have adding “electronic nicotine delivery system” to the policy. Option “B” most closely matches our current policy. We must choose one option.

Policy 3017: Press Releases is REQUIRED. This is being moved from policy 5047.

Policy 3027 Operation of School Business Office is REQUIRED. This policy is being combined into Policy 3021.

Policy 3028: Sex Offenders is NOT REQUIRED Current policy says we will notify parents and faculty. Given the opening of the state sex offender website, this site is available to the public. Attorneys are saying we can eliminate the second paragraph, but they recommend keeping it.

Policy 3039: Threat Assessment & Response is REQUIRED to Select an Option. Currently we have option 1 the Threat Assessment Team, which I recommend we continue to follow.

Policy 3046: Animals at School is REQUIRED. The policy revisions combine Policy 5061 & 3046. We currently allow “Therapy dogs under policy 5061. We are required to allow service animals under the ADA. I would like to not allow therapy animals. The first option will allow teachers and staff to bring in therapy animals. I am not in favor of this if we do not have to. Allergies is another issue and we would have to make accommodations. I would prefer “Option 2.” We have not used this policy to date.

Policy 3050: Technology in the Classroom is NOT REQUIRED. The revisions allow the use of smart technology devices like AngelSense, Alexa, in the classroom. Video and audio recording must be disabled while being used in district classroom unless required by law. Do we want to allow the devices into the classrooms? They will need to be tied to the instructors accounts. Interesting that Google and Alexa have said these are not appropriate in classroom settings..

New Policy 3051: Opioid Overdose Prevention and Response is only REQUIRED, if we are going to dispense Naloxone. There are programs available to stock the drug free of charge. The drug could save a life just as the Epi-pen does for anaphylaxis. District will need to provide training.

New Policy 3052: Leasing Personal Property is HIGHLY RECOMMENDED. The new policy provides authority for authorized personnel to lease personal property from vendors for school district use. The second part allows the superintendent to lease out district-owned property that is not needed for school purposes. We need to decide a lease amount requiring bids. Second question is leasing out district material valued at a certain value to be determined. I would recommend the lease be no longer than 30 days at a time.

Moved Policy 3053: Nondiscrimination is REQUIRED. Current nondiscrimination policy is 4001 and now will be 3053.

Policy 3054: Law Enforcement Unit is NOT REQUIRED. I am **not recommending** the board adopt this policy. I understand this allows law enforcement to monitor our surveillance at any time. Fundamentally, this allows for greater information sharing. The application could create issues with creating typically protected records under FERPA. During a crisis, we can allow access, which I have granted under that circumstance. Law Enforcement does not have permission to monitor our surveillance system.

Policy 4001: Nondiscrimination – Moved to Policy 3053

Policy 4048: Assessment Administration and Security is REQUIRED. Changes update the policy from NESAS to NSCAS assessments.

Policy 4052: Job References to Prospective Employees is REQUIRED. USDE/ESSA highlights requirements that all schools must have a policy prohibiting school employees from providing assistance in obtaining a new job to an employee, contractor, or agent if the school knows or has probable cause to believe that he/she has engaged in sexual misconduct.

Policy 5002: Admission of Students is HIGHLY RECOMMENDED. The changes in policy is designed to help court-involved students maintain educational stability. The new part of the policy states that school will ask to review the Education Court Report before enrolling court-involved student. We cannot keep them out of school if the report does not exist.

Policy 5016: Student Records is REQUIRED. The first section in paragraph one will not be inserted. The options section, currently the district uses "Option 2" which matches our school and district practices. Our SIS system is PowerSchool.

Policy 5017: Routine Directory Information is REQUIRED. LB 575 made changes in the law to for military recruiters to have the same access as other recruiters. Also has provisions for students when they reach 18 years of age.

Policy 5022 Option A: Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services is **HIGHLY RECOMMENDED.** This revision eliminates the administrators authority to act in Loco-Parentis and stop inappropriate law enforcement interview. Our current practice on non-school related criminal activity is "Option #1" requiring parental consent or a warrant or court order to talk to student(s).

Policy 5035: Student Discipline is **REQUIRED.** New wording on provisions prohibiting the possession, handling, or transmission of "look-a-like" weapons. Section reflects changes to vaping regulations. Short term suspensions, #4 "*Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examination, under the following conditions: work made up is not to exceed two days without administrator approval.*" Last section on violations resulting in calls to law enforcement looks good.

Policy 5045 Student Fees is **NOT REQUIRED.** Revised the policy adding a section for fees associated with technological devices. Modified the format of the policy. Section 3: does not provide students with personal or consumable items for participation in courses and activities... The maximum charged as a convenience fee is \$50. School insurance is to protect against one accident/loss. The maximum dollar amount will be \$50. (We do not have to charge the fee, this is a maximum amount.) Total family cost is \$150.

Policy 5063: Audio and Video Recording is **NOT REQUIRED.** District surveillance system estimates 10 days. Prohibited recording must have a school purpose.

FORMS

Notice of Nondiscrimination is a **REQUIRED Form.** We will insert my name and policy 3053. This will replace all other nondiscrimination forms for consistency.

Wakefield Public Schools Facility Use Application is **REQUIRED.** I would suggest the time facilities are closed is from 12:00 am to 7:00 AM. Failure to adopt this update may leave a gap between the insurance coverage furnished by a facility user for the benefit of the district and the liability limitation under the Nebraska Political Subdivision Tort Claims Act.

Veterans Preference Not Hiring Letter is **NOT REQUIRED,** but would satisfy Nebraska Veterans Act requirements. We will put the letter on letterhead.

Special Education Procedures (6000 series form) is **REQUIRED.**

School-Parent-Student Compact is **REQUIRED.** I updated the form in the student-parent handbook.

Nebraska Naloxone Standing Order Information is a standing order from Nebraska DHHS physician. The order will be updated in August 2019. Should be adopted if we are going to administer the drug.

Naloxone Administration Protocol should be adopted if we are going to use the drug to counter opioid overdoses.

COOP Committee Meeting
June 12, 2019 ~ EH Library ~ 5:30 p.m.

Attendees:

Allen – Jason Oleson, Dawn Oswald, Jay Jackson, & Mike Pattee
EH - Kip Ahlers, Lindsey Beaudette, Tricia Belt, Cherie Conley
Wakefield – Bree Brown, Mark Victor, Jeff Keagle & Mark Bejot

Softball. All three schools are interested in adding/offering softball in the 2020-2021 school year. Discussion was held with Laurel Concord and they are interested in joining the cooperative for softball as well. One topic that came up during the meeting was whether or not we should have had a discussion with Ponca about them joining us in a softball cooperative (due to their involvement in prior meetings). Mr. Pattee is going to reach out to the Superintendent in Ponca and see if they have any interest in joining us. (Only four schools can be combined to make a NSAA sanctioned cooperative, so it would have to be Laurel or Ponca.)

Football. After looking at the projected numbers, Wakefield came to the meeting with the idea that they may need to enter into a cooperative, starting in 2020-2021 for Football. This idea just came about and it is something the Wakefield committee needs to take back to the entire Wakefield Board. (prior to this meeting - they were planning on not cooping boys athletics until 2022). It was decided that each board committee should take that idea back to their full boards and discuss that option at the July Board Meetings. Allen and Emerson-Hubbard stated that they feel that they either need to enter into a 3-way COOP for Football or a 2-way COOP, starting in 2020-2021.

Mascot/Color/Name. All schools agreed that we need to get student input when designing the new mascot/color/name; whether it is a competition to design the best, a student committee group, a survey, or other options. All felt it would be best letting the students lead the way.

Girls Athletics. Wakefield and Allen agreed that the HS girls COOP with Emerson-Hubbard could begin in 2020-2021.

Athletic Director. Discussion was held about hiring an athletic director that would serve as the AD for all three schools (instead of each school providing their own). All agreed this is something that may need to happen sooner rather than later to start working on schedules, officials, and give one contact point for other schools to work with.

Timeline. With Wakefield bringing their new idea about football to the table, the timeline will have to be revised. We discussed a full coop or a gradual coop (adding additional sports year-by-year).

Moving forward we will be providing minutes of our meetings to all board members from all 3 schools; the host school for the meeting will bring the board secretary to take notes. We think it would be best if everyone from each board received the same information after each meeting.

**Wakefield Community School
Board of Education Community Meeting
Tuesday, July 2, 2019 6:30 PM**

The Board of Education Regular Meeting convened in open and public session on Tuesday, July 2, 2019 at 6:30 PM in the Main Gym at 802 Highland Street Wakefield, NE 68784.

President Victor informed the group of the Open Meetings Act posted in the room and accessible to all members of the public as required by law. All board members had received notice of the meeting and the meeting notice had been published/posted in a timely manner prior to the meeting date.

ATTENDANCE TAKEN AT 6:30 PM:

Present: Bree Brown, Arianne Conley, Shannon Johnson, Jeffrey Keagle, Sherri Lundahl, Mark Victor.
Present: 6, Absent: 0

APPROVAL OF AGENDA

Motion to approve the agenda passed with a motion by Brown and a second by Keagle.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

DISCUSSION ITEMS

Discuss with students, parents and patrons Wakefield Community Schools entering into a three school football NSAA cooperative for the 2020-21 and 2021-22 seasons with Emerson-Hubbard and Allen Consolidated Schools.

ADJOURNMENT

Motion to adjourn the meeting at 7:37pm passed with a motion by Lundahl and a second by Conley.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0


Bree Brown, Secretary


Becky Gothier, Recording Secretary

**Wakefield Community School
Board of Education Regular Meeting
Monday, June 10, 2019 5:30 PM**

The Board of Education Regular Meeting convened in open and public session on Monday, June 10, 2019 at 5:30 PM in the Board of Education Room at the Boardroom 802 Highland Street Wakefield, NE 68784.

President Victor informed the group of the Open Meetings Act posted in the room and accessible to all members of the public as required by law. All board members had received notice of the meeting and the meeting notice had been published/posted in a timely manner prior to the meeting date.

ATTENDANCE TAKEN AT 5:30 PM:

Present: Bree Brown, Arianne Conley, Shannon Johnson, Jeffrey Keagle, Sherri Lundahl, Mark Victor.
Present: 6, Absent: 0.

Also in attendance: Superintendent Bejot, Secondary Principal Heitz, Recording Secretary Gothier, Mike Hassler and Mike Clay

APPROVAL OF AGENDA

Motion to approve the agenda passed with a motion by Conley and a second by Johnson.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

AWARDS AND SPECIAL RECOGNITION

- State Track Winners
 - Israel Gardea - 8th place in Shot Put
 - Solomon Peitz - 5th place in Triple Jump
 - Justin Erb, Esgar Godinez, Charlie Lopez & Logan Bokemper - 6th place in 4 X 400 relay - also set a new school record

RECOGNITION OF VISITORS/COMMUNICATION FROM THE PUBLIC

- Val Bard shared her experiences during a long-term sub opportunity as a High School EL Teacher.

REPORTS

SUPERINTENDENT REPORT

- LB 103 amends provisions related to the property tax requests of all political subdivisions including schools. This legislation provides that if the annual assessment of property results in an increase of total taxes levied, the levy must be reduced to produce no more than the amount of taxes raised in the previous year. If the district determines and increase in the levy is necessary, it must hold a special public hearing and publish notice in a newspaper of general circulation at least five days prior to the hearing.
- State Aid Certification was released last week resulting in Wakefield receiving \$1,269,252 in state aid for 2019-2020.
- The Nebraska Legislature passed LB 149 raising the legal age from 18 years to 19 year for purchasing and possessing electronic nicotine delivery systems, flavored liquids containing nicotine and tobacco product or tobacco derivatives. This operative date of this new law is January 1, 2020.
- The Nebraska Legislature also passed LB 630 changing provisions relating to unlawful intrusion of sexually explicit conduct, theft, extortion, intimidation by telephone call or electronic communication, and the sex offender act. Beginning September 1, 2019, any person distributing a private image of another person's intimate area or of a person engaged in sexually explicit conduct would be charged with a Class 1 misdemeanor punishable by up to one year in prison, a \$1,000 fine or both. A second offense would be a class IV felony. This legislation also creates the offense of threatening to distribute intimate images with the intent to intimidate, threaten or harass a person. This would apply to anyone for example using a cell phone, snap chat to threaten to distribute sexually explicit materials to intimidate another student.

BOARD COMMITTEE REPORTS

BUILDING, SITES & TRANSPORTATION

- Building, Sites & Transportation committee met on June 4th to go over presentation from Mr. Hassler on remodeling the weight room. The team reviewed paint room recommendations, air filtration systems and discussed roof replacement in the next two years.

CURRICULUM, AMERICANISM & TECHNOLOGY

- The name of the Americanism component will need to change under LB 399 to Committee on American Civics. Changes are required by January 2020.

PUBLIC & PERSONNEL RELATIONS

- The committee has met. A meeting has been scheduled for Wednesday, June 12th at 1:00 pm.

SCHOOL IMPROVEMENT & STRATEGIC PLANNING

- The Committee met prior to the board meeting to discuss the district's growing population and how we are going to anticipate the changes we need to make to accommodate the increased enrollment. Options on how to gain square footage if needed were discussed.

WAKEFIELD - ALLEN COOPERATIVE

- The Wakefield - Allen Cooperative met on May 21st in Allen with Emerson - Hubbard joining the meeting later. The committee reviewed the softball numbers with Laurel-Concord-Coleridge joining for girls softball. The committee recommends to the boards to move forward introducing Softball in the 2020-21 season.
- The committee discussed the possibility of adding cross country to the cooperative. Cross Country like softball and volleyball is a fall sport.

DISCUSSION AND ACTION ITEMS

CONSENT AGENDA

Motion to approve the Consent Agenda passed with a motion by Conley and a second by Keagle.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

DISCUSS AND TAKE APPROPRIATE ACTION ON WEIGHT ROOM REMODELING.

Mike Hassler presented proposed weight room remodeling suggestions. He is also proposing an agility room addition using approximately 2/3 of the current storage room in the activities center. Some remodeling of the room will be needed including a new door, construct a wall and window for viewing to aid in supervision. Mr. Hassler is looking to apply to the Gardner Foundation for a grant for a portion of the project.

Motion that the board fund 50% of the total project passed with a motion by Brown and a second by Keagle.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

DISCUSS AND TAKE APPROPRIATE ACTION ON THE ENGLISH LEARNER (EL) 2019 PROGRAM REVIEW.

Wakefield English Learner Committee met to develop their annual report. This report is required by statute and will be made available for public review upon request.

Motion to approve the English Learner Program Review 2019 as presented passed with a motion by Lundahl and a second by Brown.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

DISCUSS AND TAKE APPROPRIATE ACTION ON THE 2019 WELLNESS COMMITTEE REPORT.

The Wellness Committee Annual Report is a required annual report that is made available to the public. The committee has been busy with a number of activities in the area of nutrition, physical activity and health related concerns. This past year the school district elected to participate in the NDE Whole Schools, Whole Child, Whole Community Wellness Grant. This grant is in cooperation with the Wayne County Health Department.

The team completed eleven survey areas addressing student health, school health curriculum. Team members participated in two state in-service activities in Milford and through zoom meetings. The grant activities are a major wellness team activity and will be again next year. The Wellness Committee will complete a Triennial Review of the district wellness plan next year in addition to the various grant activities.

Motion to approve the 2019 Wellness Committee Report passed with a motion by Keagle and a second by Johnson.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

DISCUSS AND TAKE APPROPRIATE ACTION ON DAIRY BIDS.

Milk bids were requested from Hiland Dairy and Dean Foods.

Motion to approve the dairy bid from Dean Foods for the upcoming 2019-20 school year passed with a motion by Brown and a second by Keagle.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

DISCUSS AND TAKE APPROPRIATE ACTION ON THE NUTRITION REMODELING PROJECTS.

Kristi Foote, Mr. Wulf and Mr. Bejot have been working on developing a new plan for students as they enter the service lane to pick up their meal. We have worked with NDE nutrition staff as well in the process. A new Sneeze guard will be installed and a new serving tray slide will be added.

Students will now go to the food and pick up the main course and then self-serve bread, fruit, and vegetables. From there they will pick up their milk, check out and go through the salad bar. A change for next year will be ketchup and ranch dressing bottles on the tables.

The kitchen will add two Vulcan electric steamers to prepare food. Klein Electric will perform a number of electrical upgrades. We are adding a new computer and printer. The total cost of the upgrades is estimated to be \$27,569.

Motion to approve the lunchroom remodeling expenditures passed with a motion by Keagle and a second by Johnson.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

DISCUSS AND TAKE APPROPRIATE ACTION ON AIR FILTRATION IN THE INDUSTRIAL TECHNOLOGY LAB.

Examining various options and versatility of the shop space for learning activities, the ideal units need to hang from the ceiling to maximize floor utilization. According to the industry recommendations ceiling hung units should be in the sixteen foot level as this is the area that welding smoke with gather in the shop.

Motion to approve the purchase of an air filtration unit from Air Quality Engineers passed with a motion by Lundahl and a second by Johnson.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

DISCUSS AND TAKE APPROPRIATE ACTION ON THE INDUSTRIAL TECHNOLOGY PAINT ROOM IMPROVEMENTS.

Paint booths are required to meet NFPA, ETL, & UL requirements. According to Mr. Todd Flick, state electrical inspector the lights must be Class 1, Division 1 (explosion proof) along with the fan motor and a sprinkler unit in the paint area. The fire marshal and electrical inspector must be agreement for the booth to be allowed. Failure to meet these codes results in the boot being removed. Before actual ordering of the equipment will require approval of both inspectors.

Marathon Industrial's Finishing Systems bid is \$8,020.66. Midway Industrial systems bid of a Global Paint Booth is \$6,500.

Motion to approve the purchase of paint room ventilation system upon approval of the Fire Marshall and State Electrical Inspector from Midway Industrial Systems passed with a motion by Keagle and a second by Brown.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

DISCUSS AMERICANISM AND MULTI-CULTURAL ACTIVITIES AT THE ELEMENTARY AND HIGH SCHOOL.

Mr. Heitz and Mr. Wulf shared Americanism and Multi-Cultural activities that occurred throughout the 2018-19 school year.

DISCUSS PROFESSIONAL DEVELOPMENT ACTIVITIES AT THE ELEMENTARY AND SECONDARY LEVEL.

Annually the schools provide the board of education with a summary report of professional development activities that occurred during the past school year.

DISCUSS AND TAKE APPROPRIATE ACTION TO DECLARE SURPLUS PROPERTY.

This list of property is from the district library that we desire to declare surplus.

1-metal cart/desk	2-overhead projectors
2-projector carts	2-TVs and cart
1-opaque projector and cart	2-record players
6-overhead projector carts	1-typewriter
2-cassette tape players	1-metal shelf
3-VCR/DVD players	2- 16 mm film projectors

Motion to declare the items as surplus passed with a motion by Lundahl and a second by Conley.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0

DISCUSS NASB BOARD PROFESSIONAL DEVELOPMENT ACTIVITIES.

The Wakefield Board of Education has participated in two board in-service activities conducted by Mrs. Marcia Herring from NASB. The board attended training on Board Superintendent Relations and Board Governance.

UPCOMING DATES AND TIMES

- June 12 - Public & Personnel Committee at 1:00pm
- June 12 - Joint Special Committee on Cooperative Athletics at 5:30pm in Emerson
- June 24 - Policy Committee at 3:30pm
- July 15 - Regular Board Meeting at 5:30pm

ADJOURNMENT

Motion to adjourn the meeting at 8:41pm passed with a motion by Keagle and a second by Conley.

Yea: Brown, Conley, Johnson, Keagle, Lundahl, Victor

Yea: 6, Nay: 0



Bree Brown, Secretary



Becky Gothier, Recording Secretary

**Wakefield Community School
Board of Education Special Meeting
Tuesday, June 18, 2019 5:30 PM**

The Board of Education Regular Meeting convened in open and public session on Tuesday, June 18, 2019 at 5:30 PM in the Board of Education Room at 802 Highland Street Wakefield, NE 68784.

President Victor informed the group of the Open Meetings Act posted in the room and accessible to all members of the public as required by law. All board members had received notice of the meeting and the meeting notice had been published/posted in a timely manner prior to the meeting date.

ATTENDANCE TAKEN AT 5:30 PM:

Present: Bree Brown, Shannon Johnson, Jeffrey Keagle, Sherri Lundahl, Mark Victor.

Absent: Arianne Conley, Present: 5, Absent: 1.

EXCUSE BOARD MEMBER ABSENCES

Motion to excuse Arianne Conley passed with a motion by Brown and a second by Keagle.

Yea: Brown, Johnson, Keagle, Lundahl, Victor

Yea: 5, Nay: 0, Absent: 1

APPROVAL OF AGENDA

Motion to approve the agenda passed with a motion by Brown and a second by Lundahl.

Yea: Brown, Johnson, Keagle, Lundahl, Victor

Yea: 5, Nay: 0, Absent: 1

DISCUSSION ITEMS

Discuss Wakefield Community Schools entering into a three school football NSAA cooperative for the 2020-21 and 2021-22 seasons with Emerson-Hubbard and Allen Consolidated Schools.

Our sports cooperative committee requested a special meeting of the board to discuss the possibility of entering into a three school NSAA cooperative for the 2020-2021 and 2021- 2022 cycle. Examining our anticipated boys football numbers we are projecting 27 student athletes for the 2020-21 season and 16 students for the 2021-22 season.

The cooperative committee met on June 14th, with Coach Hassler and Coach Clay to listen to their input and discuss the situation. Wakefield is in a situation where we need the other two schools in order to make an eleven man football team. Mr. Hassler and Mr. Clay are here tonight to express their ideas regarding a coop.

It was decided to hold a community meeting on July 2.

ADJOURNMENT

Motion to adjourn the meeting at 6:09 passed with a motion by Keagle and a second by Brown.

Yea: Brown, Johnson, Keagle, Lundahl, Victor

Yea: 5, Nay: 0, Absent: 1


Bree Brown, Secretary


Becky Gothier, Recording Secretary

Wakefield Community School

Cash Summary Report

Accounting Cycle: FY18-19; Beginning Period: Period 10 (06/01/2019 - 06/30/2019) ; Ending Period: Period 10 (06/01/2019 - 06/30/2019) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: No; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 7/1/2019 3:51:04 PM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Liabilities	Available
01	General Fund	\$1,950,551.77	\$406,733.09	(\$540,113.12)	\$0.00	\$1,817,171.74	(\$98,990.54)	\$0.00	\$1,718,181.20
02	Depreciation Fund	\$541,429.64	\$682.66	(\$4,890.46)	\$0.00	\$537,221.84	\$0.00	\$0.00	\$537,221.84
03	Employee Benefit Fund	\$32,367.97	\$8.68	(\$96.50)	\$0.00	\$32,280.15	\$0.00	\$0.00	\$32,280.15
06	School Nutrition Fund	\$175,342.16	\$209.52	(\$20,250.11)	\$0.00	\$155,301.57	(\$30,331.24)	\$0.00	\$124,970.33
07	Bond Fund	\$38,858.99	\$10.43	\$0.00	\$0.00	\$38,869.42	\$0.00	\$0.00	\$38,869.42
08	Special Building Fund	\$735,964.93	\$4,394.42	\$0.00	\$0.00	\$740,359.35	\$0.00	\$0.00	\$740,359.35
09	QCPUF Fund	\$133,136.40	\$5,310.53	\$0.00	\$0.00	\$138,446.93	\$0.00	\$0.00	\$138,446.93
11	Interim Fund	\$4,295.22	\$873.03	\$0.00	\$0.00	\$5,168.25	\$0.00	\$0.00	\$5,168.25
12	Student Fees Fund	\$6,482.77	\$0.00	(\$3,162.11)	\$0.00	\$3,320.66	\$0.00	\$0.00	\$3,320.66
Sub Total		\$3,618,429.85	\$418,222.36	(\$568,512.30)	\$0.00	\$3,468,139.91	(\$129,321.78)	\$0.00	\$3,338,818.13

BUDGET REPORT

June 30, 2019

		Annual Budget	Monthly Expense	YTD	Encumbrance	Budget Available	Percent of Budget Remaining
1100	General Ed	2,800,475.43	247,609.30	2,216,541.49	58,804.98	525,128.96	20.85%
1125	Flex Funding	31,790.28	2,567.07	25,670.01	0.00	6,120.27	19.25%
1150	LEP Plan	192,470.78	17,504.23	184,207.81	0.00	8,262.97	4.29%
1160	Poverty Plan	283,064.15	21,553.56	233,197.35	0.00	49,866.80	17.62%
1190	Pre-School	85,397.81	7,368.62	60,855.64	1,231.24	23,310.93	28.74%
1200	Special Education	629,428.46	40,730.09	476,776.31	5,686.73	146,965.42	24.25%
1291	PK Special Education	267,283.29	19,419.00	215,518.31	0.00	51,764.98	19.37%
2120	Guidance	127,177.31	10,169.86	102,335.93	2,375.00	22,466.38	19.53%
2130	Health Services	49,810.23	4,371.87	40,691.65	1,286.52	7,832.06	18.31%
2141	Psychological Services	57,450.00	0.00	57,450.00	0.00	0.00	0.00%
2151	Speech Pathology & Audi	74,313.00	0.00	74,313.00	0.00	0.00	0.00%
2161	Occupational Therapy	6,519.50	0.00	6,519.50	0.00	0.00	0.00%
2171	Physical Therapy	2,755.00	0.00	2,755.00	0.00	0.00	0.00%
2180	Visually Impaired Svcs	45,000.00	0.00	35,000.00	0.00	10,000.00	22.22%
2190	Student Support Services	19,420.02	1,435.76	10,926.11	0.00	8,493.91	43.74%
2213	Instructional Staff Trainin	9,000.00	464.66	6,158.43	2,077.16	764.41	31.57%
2220	Library or Media Center	68,165.14	4,733.14	53,111.35	4,409.75	10,644.04	22.08%
2310	Board of Education	49,775.00	695.18	35,456.28	283.85	14,034.87	28.77%
2320	Superintendent	162,150.80	13,064.74	132,843.39	0.00	29,307.41	18.07%
2330	District Legal Services	20,000.00	794.00	11,138.72	0.00	8,861.28	44.31%
2400	Principal	333,980.38	28,648.38	267,489.30	0.00	66,491.08	19.91%
2510	Fiscal Services	128,014.75	6,020.65	99,604.65	2,095.00	26,315.10	22.19%
2580	Technology	199,213.49	32,024.89	111,202.40	10,689.48	77,321.61	44.18%
2610	Operation of Buildings	461,743.90	21,982.83	260,287.29	5,852.00	195,604.61	43.63%
2630	Grounds Upkeep	27,558.86	1,052.32	9,700.02	1,754.83	16,104.01	64.80%
2670	Safety	1,000.00	0.00	973.14	0.00	26.86	2.69%
2710	Vehicle Operation	179,900.47	12,115.04	121,794.70	0.00	58,105.77	32.30%
2712	SPED Vehicle Operation	17,353.00	85.37	10,961.67	0.00	6,391.33	36.83%
2730	Vehicle Service/Maint	46,092.12	5,818.01	23,948.08	0.00	22,144.04	48.04%
2732	SPED Vehicle Svc/Maint	1,100.00	0.00	0.00	0.00	1,100.00	100.00%
3535	High Ability Grant	7,711.00	645.23	6,817.22	0.00	893.78	11.59%
6200	Title I Part A	97,109.34	6,972.32	74,094.56	2,394.00	20,620.78	23.70%
6310	Title II Part A	8,876.38	0.00	1,269.73	50.00	7,556.65	85.70%
6404	ECSE/IDEA	106,279.00	0.00	29,484.00	0.00	76,795.00	72.26%
6700	Perkins Grant	2,500.00	0.00	4,931.07	0.00	(2,431.07)	-97.24%
6992	REAP Grant	38,707.00	32,267.00	38,707.00	0.00	0.00	0.00%
8000	Transfers	20,000.00	0.00	10,000.00	0.00	10,000.00	50.00%

TOTAL		6,658,585.89	540,113.12	5,052,731.11	98,990.54	1,506,864.24	24.12%
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PREVIOUS YEAR		6,495,344.00	1,085,711.72	5,409,632.28	0.00	1,085,711.72	16.72%
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GENERAL FUND - #195103
TREASURER'S REPORT AS OF JUNE 30, 2019

BALANCE AS OF JUNE 1, 2019 **\$1,950,551.77**

REVENUE

WCS-General - Limited Computer Use	62.00
Various Summer Insurance Premium Reimb.	2,088.40
Personal Copies	2.00
Lost/Damaged Textbooks	80.00
Power School Training Reimb	2,693.68
LCC - SPED Tuition	4,550.00
REAP - Reimb	32,267.00
SON - MIPS	2,410.31
SON - SPED Reimb	68,854.00
SON - State Aid	63,346.00
Thurston County - Proceeds	24,031.99
Dixon County - Proceeds	125,415.79
Wayne County- Proceeds	83,511.78
Bank - Interest	2,346.22

TOTAL REVENUE

EXPENSES

June Payables	333,212.29	
June Payroll	211,826.91	<u>\$411,659.17</u>

TOTAL EXPENDITURES

TOTAL

\$545,039.20

GENERAL FUND AS OF JUNE 30, 2019

\$1,817,171.74

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 06/01/2019 to 06/30/2019.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
WCS	Wakefield Community School							
A	ATHLETICS							
100	FOOTBALL			1,425.89	0.00	130.00	0.00	1,295.89
110	VOLLEYBALL			5,113.61	0.00	450.00	0.00	4,663.61
125	BOYS BASKETBALL			5,606.62	0.00	430.00	0.00	5,176.62
130	GIRLS BASKETBALL			3,538.79	0.00	0.00	0.00	3,538.79
160	NEW UNIFORMS			-5,358.61	0.00	0.00	0.00	-5,358.61
170	WRESTLING			1,680.71	0.00	0.00	0.00	1,680.71
175	GEN ATHLETICS			25,865.56	125.00	-90.02	-60.02	26,020.56
	A	Totals:		37,872.57	125.00	919.98	-60.02	37,017.57
B	CLASSES							
200	CLASS OF 2019			228.75	0.00	0.00	0.00	228.75
205	CLASS OF 2020			95.52	0.00	0.00	0.00	95.52
210	CLASS OF 2021			1,668.27	0.00	0.00	0.00	1,668.27
211	CLASS OF 2022			806.06	0.00	0.00	0.00	806.06
212	CLASS OF 2023			282.77	0.00	0.00	0.00	282.77
215	CLASS OF 2024			123.62	0.00	0.00	0.00	123.62
216	CLASS OF 2025			0.00	0.00	0.00	0.00	0.00
	B	Totals:		3,204.99	0.00	0.00	0.00	3,204.99
C	ORGANIZATIONS							
301	POWER DRIVE			1,072.87	0.00	0.00	0.00	1,072.87
302	FFA			625.42	0.00	0.00	0.00	625.42
303	SPEECH CLUB			4,412.03	225.00	0.00	0.00	4,637.03
305	DISTRICT 7 FCCLA			3,567.97	0.00	0.00	0.00	3,567.97
306	MUSIC BOOSTERS			0.00	0.00	0.00	0.00	0.00
310	NATIONAL HONOR SOCIETY			3,954.90	0.00	0.00	0.00	3,954.90
315	FBLA			3,953.42	0.00	0.00	0.00	3,953.42
320	ANNUAL			4,313.41	0.00	0.00	0.00	4,313.41
325	TOTAD			577.22	0.00	0.00	0.00	577.22
330	FCCLA			3,120.96	0.00	0.00	0.00	3,120.96
335	STUCO			1,756.23	0.00	0.00	0.00	1,756.23
340	SPEECH & DRAMA			0.00	0.00	0.00	0.00	0.00
345	ONE ACT			-898.35	0.00	399.98	0.00	-1,298.33
346	ART CLUB			1,861.97	0.00	0.00	0.00	1,861.97
385	LIBRARY			1,797.63	0.00	0.00	0.00	1,797.63
395	HOMECOMING			52.53	0.00	-105.00	0.00	157.53
501	HIGH SCHOOL SWING CHOIR			1,626.23	0.00	0.00	0.00	1,626.23
553	ELEMENTARY STUCO			445.78	0.00	0.00	0.00	445.78
578	SkillsUSA			0.00	0.00	0.00	0.00	0.00
	C	Totals:		32,240.22	225.00	294.98	0.00	32,170.24

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 06/01/2019 to 06/30/2019.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance		
D	CONCESSIONS									
		400	CONCESSIONS	0.00	0.00	0.00	0.00	0.00		
			D	Totals:		0.00	0.00	0.00		
E	MISC									
		350	SCHOLARSHIPS	0.00	0.00	0.00	0.00	0.00		
		390	STUDENT ASSISTANCE	1,000.00	0.00	0.00	0.00	1,000.00		
		502	YOUTH FOUNDATION	750.00	0.00	0.00	0.00	750.00		
		503	LOUNGE	1,737.79	0.00	0.00	0.00	1,737.79		
		505	CHECKING INTEREST	13,174.83	37.69	0.00	0.00	13,212.52		
		510	CD INTEREST	2,592.30	0.00	0.00	0.00	2,592.30		
		520	ELEMENTARY	2,001.19	0.00	0.00	0.00	2,001.19		
		540	POP FUND	8,672.35	0.00	0.00	0.00	8,672.35		
		550	STUDENT FEES	240.00	0.00	0.00	0.00	240.00		
		555	WAKEFIELD PLAYGROUND FUND	500.00	0.00	0.00	0.00	500.00		
		560	MEMORIALS	200.00	0.00	0.00	0.00	200.00		
		576	PE UNIFORMS	-260.00	0.00	0.00	0.00	-260.00		
		577	STATE TOURNAMENTS	425.42	1,104.62	0.00	0.00	1,530.04		
			E	Totals:		31,033.88	1,142.31	0.00	0.00	32,176.19

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.

From 06/01/2019 to 06/30/2019.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Z	Inactive							
	105		JH FOOTBALL	0.00	0.00	0.00	0.00	0.00
	115		JH VOLLEYBALL	0.00	0.00	0.00	0.00	0.00
	120		GIRLS GOLF	0.00	0.00	0.00	0.00	0.00
	135		JH BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00
	140		JH GIRLS BASKETBALL	0.00	0.00	0.00	0.00	0.00
	145		TRACK	0.00	0.00	0.00	0.00	0.00
	150		JH TRACK	0.00	0.00	0.00	0.00	0.00
	155		BOYS GOLF	0.00	0.00	0.00	0.00	0.00
	180		JH WRESTLING	0.00	0.00	0.00	0.00	0.00
	190		ACTIVITY PASSES	0.00	0.00	0.00	0.00	0.00
	220		CLASS OF 2006	0.00	0.00	0.00	0.00	0.00
	225		CLASS OF 2007	0.00	0.00	0.00	0.00	0.00
	226		CLASS OF 2008	0.00	0.00	0.00	0.00	0.00
	227		CLASS OF 2009	0.00	0.00	0.00	0.00	0.00
	228		CLASS OF 2010	0.00	0.00	0.00	0.00	0.00
	229		CLASS OF 2011	0.00	0.00	0.00	0.00	0.00
	230		CLASS OF 2012	0.00	0.00	0.00	0.00	0.00
	231		CLASS OF 2013	0.00	0.00	0.00	0.00	0.00
	232		CLASS OF 2014	0.00	0.00	0.00	0.00	0.00
	233		CLASS OF 2015	0.00	0.00	0.00	0.00	0.00
	234		CLASS OF 2016	0.00	0.00	0.00	0.00	0.00
	235		CLASS OF 2017	0.00	0.00	0.00	0.00	0.00
	236		CLASS OF 2018	0.00	0.00	0.00	0.00	0.00
	300		VOCAL/INSTRUMENTAL CONTESTS	0.00	0.00	0.00	0.00	0.00
	355		ENTREPRENEURSHIP	0.00	0.00	0.00	0.00	0.00
	360		CINCO DE MAYO	0.00	0.00	0.00	0.00	0.00
	365		VICA	0.00	0.00	0.00	0.00	0.00
	370		EMBROIDERY	0.00	0.00	0.00	0.00	0.00
	405		CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
	551		5TH BUSINESS FAIR	0.00	0.00	0.00	0.00	0.00
	552		TITLE I CARNIVAL	0.00	0.00	0.00	0.00	0.00
	575		WAKEFIELD VB	0.00	0.00	0.00	0.00	0.00
		Z	Totals:	0.00	0.00	0.00	0.00	0.00
		WCS	Totals:	104,351.66	1,492.31	1,214.96	-60.02	104,568.99
		Report Totals:		104,351.66	1,492.31	1,214.96	-60.02	104,568.99

Check Summary

Sorted by Activity ID, Site ID.
From 06/01/2019 to 06/30/2019.

Activity ID Site ID	Activity Name Site Name		Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	Amount
100 FOOTBALL								
WCS Wakefield Community School								
009987	Cleared	06/03/2019	Dashr LLC					130.00
Total:								\$ 130.00
110 VOLLEYBALL								
WCS Wakefield Community School								
010002	Printed	06/28/2019	Wayne State College Volleyball				VB Camp	450.00
Total:								\$ 450.00
125 BOYS BASKETBALL								
WCS Wakefield Community School								
009987	Cleared	06/03/2019	Dashr LLC					130.00
009988	Cleared	06/13/2019	Pierce Boys Basketball				BB Camp	125.00
009989	Cleared	06/17/2019	Clarkson-Leigh Boys Basketball				BBB Camp	175.00
Total:								\$ 430.00
175 GEN ATHLETICS								
WCS Wakefield Community School								
008743	Void	06/03/2019	Lauren Lehmkuhl				VB Worker	-30.00
009960	Void	06/28/2019	Bank First				Checks	-60.02
Total:								-\$ 90.02
345 ONE ACT								
WCS Wakefield Community School								
010000	Printed	06/21/2019	Playscripts, inc		2184608		A Live Radio Play	399.98
Total:								\$ 399.98
395 HOMECOMING								
WCS Wakefield Community School								
009489	Void	06/11/2019	Lazy Acres Decor					-105.00
Total:								-\$ 105.00

Report Total : 1,214.96

Receipt History

Detail report. Sorted by Site, Receipt Number.
From 06/01/2019 to 06/30/2019.

Receipt Number	Activity ID	Receipt Date	Activity Name	Tax Name	Deposit Number	Check Number	Received From	Fee Name & Student ID	Tax Activity	Tax Rate %	Receipt Description	Amount	Sales Tax	Amount
WCS Wakefield Community School														
000001		06/21/2019					Speech Banquet				Speech Banquet	225.00	0.00	225.00
	303		SPEECH CLUB											
												Total For 000001:	225.00	
000002		06/28/2019					NSAA				State Reimb	1,104.62	0.00	1,104.62
	577		STATE TOURNAMENTS											
												Total For 000002:	1,104.62	
000003		06/28/2019					Checking Interests				June 2019 Checking Interest	37.69	0.00	37.69
	505		CHECKING INTEREST											
												Total For 000003:	37.69	
												Site Total	1,367.31	
												Report Total	1,367.31	

Receipt History (legacy)

Detail report. Sorted by Site, Activity ID.
From 06/01/2019 to 06/30/2019.

Activity ID	Activity Name	Receipt	Deposit	Check	Received From	Receipt Description	Fee ID	Total Amount
Date	Number	Number	Number					
WCS Wakefield Community School								
175	GEN ATHLETICS							
06/10/2019	000000				Wisner Pilger	Refund JH Track Entry Fee		125.00
						Total for Activity 175:		125.00
						Site Total		125.00
						Report Total		125.00

Wakefield Community School

Check Payments By Fund Report

Accounting Cycle: FY18-19; Begin Date: 07/09/2019; End Date: 07/09/2019; Display Element Description: BUILDING; Check Type: [All]; Sort By Element: FUND; Account

Sorted By	Value	Description		
FUND	01	General Fund		
Check Number	Check Date	Payee	Reason	Amount
50662	7/9/2019	Appeara	Mops, Towels & Uniforms	\$223.76
50662	7/9/2019	Appeara	BB Towels & Uniforms	\$66.49
		Appeara Total		\$290.25
50663	7/9/2019	Awards Unlimited, Inc.	Neck Ribbons	\$9.56
50663	7/9/2019	Awards Unlimited, Inc.	Record Board Plates	\$69.69
		Awards Unlimited, Inc. Total		\$79.25
50664	7/9/2019	Barnes & Noble Bookstore, Inc	First Days of School: How to Be and Effective Teacher	\$91.08
50664	7/9/2019	Barnes & Noble Bookstore, Inc	First Days of School: How to Be and Effective Teacher	\$91.08
50664	7/9/2019	Barnes & Noble Bookstore, Inc	Effective Superintendent - School Board Practices: Strategies for Developing and Maintaining Good Relationships with Your Board	\$216.65
50664	7/9/2019	Barnes & Noble Bookstore, Inc	The Board Savvy Superintendent	\$36.80
50664	7/9/2019	Barnes & Noble Bookstore, Inc	Why School Communication Matters: Strategies From PR Professionals	\$30.40
50664	7/9/2019	Barnes & Noble Bookstore, Inc	Baby Monkey, Private Eye	\$305.82
50664	7/9/2019	Barnes & Noble Bookstore, Inc	Creepy Pair of Underwear	\$323.82
50664	7/9/2019	Barnes & Noble Bookstore, Inc	Discount	(\$385.20)
50664	7/9/2019	Barnes & Noble Bookstore, Inc	Hattie and Hudson	\$305.82
50664	7/9/2019	Barnes & Noble Bookstore, Inc	Mae Among the Stars	\$323.82
50664	7/9/2019	Barnes & Noble Bookstore, Inc	The Legend of Rock Paper Scissors	\$341.82
50664	7/9/2019	Barnes & Noble Bookstore, Inc	The Word Collector	\$323.82
		Barnes & Noble Bookstore, Inc Total		\$2,005.73
50665	7/9/2019	Blick Art Materials	Art Supplies	\$23.97
		Blick Art Materials Total		\$23.97
50666	7/9/2019	Bomgaars	Trimmer	\$141.89
		Bomgaars Total		\$141.89
50667	7/9/2019	Cascio Interstate Music	Remo Muff'l ring control	\$21.96
50667	7/9/2019	Cascio Interstate Music	Remo Muff'l Ring Control 22" Muffle	\$19.98
50667	7/9/2019	Cascio Interstate Music	Shipping	\$21.89
		Cascio Interstate Music Total		\$63.83
50668	7/9/2019	CenterPoint Energy Services Retail LLC	Acct# BHE231582 May Natural Gas	\$590.28
50668	7/9/2019	CenterPoint Energy Services Retail LLC	Acct#BHE195185 May Natural Gas	\$249.87
50668	7/9/2019	CenterPoint Energy Services Retail LLC	Acct# NGM829096 May Natural Gas	\$49.29
		CenterPoint Energy Services Retail LLC Total		\$889.44
50669	7/9/2019	Century Link	Phone Service	\$360.03
50669	7/9/2019	Century Link	BB Phone Service	\$69.39
		Century Link Total		\$429.42
50670	7/9/2019	CENTURYLINK Business Services	Internet Service	\$174.84
50670	7/9/2019	CENTURYLINK Business Services	Internet Service	\$174.82
		CENTURYLINK Business Services Total		\$349.66
50671	7/9/2019	City of Wakefield	BB Jun Utilities	\$31.00
50671	7/9/2019	City of Wakefield	Jun Utilities	\$70.78
50671	7/9/2019	City of Wakefield	PF Jun Utilities	\$15.00
50671	7/9/2019	City of Wakefield	BB Jun Utilities	\$65.42
50671	7/9/2019	City of Wakefield	Jun Utilities	\$3,019.60
50671	7/9/2019	City of Wakefield	PF Jun Utilities	\$16.77
		City of Wakefield Total		\$3,218.57
50672	7/9/2019	Cubby's Inc.	Mower Diesel	\$120.99
50672	7/9/2019	Cubby's Inc.	Bus Diesel	\$567.10
50672	7/9/2019	Cubby's Inc.	Van Fuel	\$71.68
		Cubby's Inc. Total		\$759.77
50673	7/9/2019	Diamond Vogel Paint Center	Paint	\$19.29
		Diamond Vogel Paint Center Total		\$19.29
50674	7/9/2019	Dollar General	Cleaning Supplies	\$15.00
50674	7/9/2019	Dollar General	Laundry Soap	\$6.95
		Dollar General Total		\$21.95

Check Number	Check Date	Payee	Reason	Amount
50675	7/9/2019	Egan Supply Co.	Floor Stripper	\$495.40
50675	7/9/2019	Egan Supply Co.	Supplies	\$225.75
		Egan Supply Co. Total		\$721.15
50676	7/9/2019	Ekberg Auto Parts, Inc.	BB Supplies	\$49.74
50676	7/9/2019	Ekberg Auto Parts, Inc.	Brake Pads	\$119.99
50676	7/9/2019	Ekberg Auto Parts, Inc.	Impact Wrench/Reel/Brake Pads	\$223.98
50676	7/9/2019	Ekberg Auto Parts, Inc.	Overpayment	(\$0.70)
50676	7/9/2019	Ekberg Auto Parts, Inc.	Repairs	\$20.06
50676	7/9/2019	Ekberg Auto Parts, Inc.	BB Supplies	\$152.43
50676	7/9/2019	Ekberg Auto Parts, Inc.	Cleaner	\$62.90
50676	7/9/2019	Ekberg Auto Parts, Inc.	Impact Socket	\$7.29
50676	7/9/2019	Ekberg Auto Parts, Inc.	Impact Wrench/Reel/Brake Pads	\$519.98
50676	7/9/2019	Ekberg Auto Parts, Inc.	Led Reel	\$129.99
50676	7/9/2019	Ekberg Auto Parts, Inc.	Repairs	\$21.16
		Ekberg Auto Parts, Inc. Total		\$1,306.82
50677	7/9/2019	ESU #1	Fourth Quarter Billing	\$40.00
50677	7/9/2019	ESU #1	Fourth Quarter Billing	\$5,207.63
50677	7/9/2019	ESU #1	Fourth Quarter Billing	\$18,790.00
50677	7/9/2019	ESU #1	Fourth Quarter Billing	\$21,532.20
50677	7/9/2019	ESU #1	Fourth Quarter Billing	\$2,283.25
50677	7/9/2019	ESU #1	Fourth Quarter Billing	\$215.00
50677	7/9/2019	ESU #1	2019 ESU Summer Tech Institute	\$50.00
50677	7/9/2019	ESU #1	Fourth Quarter Billing	\$16,380.00
		ESU #1 Total		\$64,498.08
50678	7/9/2019	ESU #2	Reading Mastery K, 2-3 DJ/LM	\$400.00
		ESU #2 Total		\$400.00
50679	7/9/2019	ESU Coordinating Council	Movie Licensing USA	\$178.00
50679	7/9/2019	ESU Coordinating Council	Movie Licensing USA	\$178.00
		ESU Coordinating Council Total		\$356.00
50680	7/9/2019	Faith Regional Physician Services, LLC	DOT Physical - RV	\$100.00
		Faith Regional Physician Services, LLC Total		\$100.00
50681	7/9/2019	FES, Inc	SOCS Web Hosting service 7/1/2019-6/30/2022	\$2,160.00
		FES, Inc Total		\$2,160.00
50682	7/9/2019	Follett School Solutions, Inc	RPS online for Lexile - single site - 12 mo.	\$199.00
50682	7/9/2019	Follett School Solutions, Inc	Single site LM - hosted service renewal - 12 mo.	\$892.50
50682	7/9/2019	Follett School Solutions, Inc	Titlepeek online service - single site renewal - 12 mo.	\$150.00
		Follett School Solutions, Inc Total		\$1,241.50
50683	7/9/2019	Gill Hauling, Inc.	Garbage Service	\$105.87
50683	7/9/2019	Gill Hauling, Inc.	Rolloff Service	\$281.00
		Gill Hauling, Inc. Total		\$386.87
50684	7/9/2019	Hard Drive Outlet	Printer Usage	\$148.20
50684	7/9/2019	Hard Drive Outlet	Printer Usage	\$148.20
		Hard Drive Outlet Total		\$296.40
50685	7/9/2019	Harris School Solutions	Activity Fund Check Stock	\$174.79
50685	7/9/2019	Harris School Solutions	AAWeb Annual Hosting Fee	\$895.00
50685	7/9/2019	Harris School Solutions	AAWeb Conversion Services	\$1,200.00
		Harris School Solutions Total		\$2,269.79
50686	7/9/2019	Integration Partners	Hardware pluse 3 year 24x7 FortiCare and FortiGuard Unified (UTM) Protection	\$8,529.48
50686	7/9/2019	Integration Partners	Shipping	\$18.00
		Integration Partners Total		\$8,547.48
50687	7/9/2019	Klein Electric, Inc.	Water Heater Wiring	\$718.78
		Klein Electric, Inc. Total		\$718.78
50688	7/9/2019	KSB School Law, PC LLO	Legal Services	\$5,594.94
		KSB School Law, PC LLO Total		\$5,594.94
50689	7/9/2019	Matheson Tri-Gas Inc	ITE Gases	\$258.11
		Matheson Tri-Gas Inc Total		\$258.11
50690	7/9/2019	McGraw-Hill School Education LLC	1st Grade Additional Teacher's Guide 978-0-07-612487-9	\$38.70
50690	7/9/2019	McGraw-Hill School Education LLC	1st Grade Student Workbook 9780076044818	\$13.65
50690	7/9/2019	McGraw-Hill School Education LLC	1st Grade Teacher Materials Package, 3-Year Subscription 9780076705443	\$201.78
50690	7/9/2019	McGraw-Hill School Education LLC	1st Grade Workbook 978-0-07-612486-2	\$17.79
50690	7/9/2019	McGraw-Hill School Education LLC	1st Student Materials Package, 1-Year Subscription 9780076732852	\$20.91
50690	7/9/2019	McGraw-Hill School Education LLC	1st Teacher Materials 978-0-07-612449-7	\$447.63

Check Number	Check Date	Payee	Reason	Amount
50690	7/9/2019	McGraw-Hill School Education LLC	1st Teacher Presentation Book 9780076044887	\$209.88
50690	7/9/2019	McGraw-Hill School Education LLC	2nd Grade - Additional Teacher's Guide 978-0-07-612568-5	\$38.70
50690	7/9/2019	McGraw-Hill School Education LLC	2nd Grade Student Materials Package, 1-Year Subscription 9780076731817	\$25.68
50690	7/9/2019	McGraw-Hill School Education LLC	2nd Grade Student Workbook 9780076044825	\$18.66
50690	7/9/2019	McGraw-Hill School Education LLC	2nd Grade Student Workbook 9780076044832	\$18.66
50690	7/9/2019	McGraw-Hill School Education LLC	2nd Grade Teacher Materials 978-0-07-612533-3	\$301.41
50690	7/9/2019	McGraw-Hill School Education LLC	2nd Grade Teacher Materials Package, 3-Year Subscription 9780076790975	\$235.74
50690	7/9/2019	McGraw-Hill School Education LLC	2nd Grade Teacher Presentation Book 9780076044276	\$245.19
50690	7/9/2019	McGraw-Hill School Education LLC	2nd Grade Textbook 978-0-07-612566-1	\$31.41
50690	7/9/2019	McGraw-Hill School Education LLC	2nd Grade Workbook 978-0-07-612567-8	\$17.79
50690	7/9/2019	McGraw-Hill School Education LLC	3rd Grade Additional Teacher's Guide 978-0-07-612610-1	\$38.70
50690	7/9/2019	McGraw-Hill School Education LLC	3rd Grade Student Materials Package, 1-Year Subscription 9780076791835	\$25.68
50690	7/9/2019	McGraw-Hill School Education LLC	3rd Grade Teacher Materials 978-0-07-612575-3	\$301.41
50690	7/9/2019	McGraw-Hill School Education LLC	3rd Grade Teacher Materials Package, 3-Year Subscription 9780076705924	\$235.74
50690	7/9/2019	McGraw-Hill School Education LLC	3rd Grade Teacher Presentation Book 9780076044894	\$245.19
50690	7/9/2019	McGraw-Hill School Education LLC	3rd Grade Textbook 978-0-07-612608-8	\$45.09
50690	7/9/2019	McGraw-Hill School Education LLC	3rd Workbook 978-0-07-612609-5	\$17.79
50690	7/9/2019	McGraw-Hill School Education LLC	4th Grade Additional Teacher's Guide 978-0-07-612644-6	\$38.70
50690	7/9/2019	McGraw-Hill School Education LLC	4th Grade Student Materials Package, 1-Year Subscription 9780076750726	\$25.68
50690	7/9/2019	McGraw-Hill School Education LLC	4th Grade Student Workbook 9780076044849	\$18.66
50690	7/9/2019	McGraw-Hill School Education LLC	4th Grade Teacher Materials 978-0-07-612616-3	\$301.41
50690	7/9/2019	McGraw-Hill School Education LLC	4th Grade Teacher Materials Package, 3-Year Subscription 9780076711567	\$235.74
50690	7/9/2019	McGraw-Hill School Education LLC	4th Grade Teacher Presentation Book 9780076044900	\$245.19
50690	7/9/2019	McGraw-Hill School Education LLC	4th Grade Textbook 978-0-07-612643-9	\$60.78
50690	7/9/2019	McGraw-Hill School Education LLC	5th Additional Teacher's Guide 978-0-07-612681-1	\$38.70
50690	7/9/2019	McGraw-Hill School Education LLC	5th Grade Student Materials Package, 1-Year Subscription 9780076746125	\$25.68
50690	7/9/2019	McGraw-Hill School Education LLC	5th Grade Student Workbook 9780076044856	\$18.66
50690	7/9/2019	McGraw-Hill School Education LLC	5th Grade Teacher Materials 978-0-07-612650-7	\$301.41
50690	7/9/2019	McGraw-Hill School Education LLC	5th Grade Teacher Materials Package, 3-Year Subscription 9780076727759	\$235.74
50690	7/9/2019	McGraw-Hill School Education LLC	5th Grade Teacher Presentation Book 9780076044917	\$245.19
50690	7/9/2019	McGraw-Hill School Education LLC	5th Grade Textbook 978-0-07-612679-8	\$60.78
50690	7/9/2019	McGraw-Hill School Education LLC	6th Grade Student Materials Package, 1-Year Subscription 9780076752669	\$25.68
50690	7/9/2019	McGraw-Hill School Education LLC	6th Grade Student Workbook 9780076044863	\$18.66
50690	7/9/2019	McGraw-Hill School Education LLC	6th Grade Teacher Materials Package, 3-Year Subscription 9780076793488	\$235.74
50690	7/9/2019	McGraw-Hill School Education LLC	6th Grade Teacher Presentation Book 9780076044924	\$245.19
50690	7/9/2019	McGraw-Hill School Education LLC	Kindergarten Literature Collections 978-0-07-612642-2	\$120.33
50690	7/9/2019	McGraw-Hill School Education LLC	Kindergarten Literature Guide 978-0-07-612236-3	\$32.61
50690	7/9/2019	McGraw-Hill School Education LLC	Shipping	\$240.15
		McGraw-Hill School Education LLC Total		\$5,563.86
50691	7/9/2019	Menards - Sioux City	Supplies	\$199.48
		Menards - Sioux City Total		\$199.48
50692	7/9/2019	Miller Building Supply	Paneling	\$539.76
50692	7/9/2019	Miller Building Supply	Supplies	\$1,123.18
50692	7/9/2019	Miller Building Supply	Supplies	\$104.04
		Miller Building Supply Total		\$1,766.98
50693	7/9/2019	N2Y LLC	Online Essentials Course for Unique Learning System	\$594.00
50693	7/9/2019	N2Y LLC	Positivity	\$897.00
50693	7/9/2019	N2Y LLC	Unique Learning System	\$3,168.60
		N2Y LLC Total		\$4,659.60
50694	7/9/2019	Nebr Council Of School Adm	NCE Registration - KT	\$200.00
		Nebr Council Of School Adm Total		\$200.00
50695	7/9/2019	NRCSA	2019-20 Membership Dues	\$850.00
		NRCSA Total		\$850.00
50696	7/9/2019	Oneida Air Systems	6X6X4 45 Deg Wye Joint	\$42.00
50696	7/9/2019	Oneida Air Systems	6X6X6 45 Deg Wye Joint	\$42.00
50696	7/9/2019	Oneida Air Systems	7.5HP SYS 3PH DD 220V 1 Drum	\$5,449.00

Check Number	Check Date	Payee	Reason	Amount
50696	7/9/2019	Oneida Air Systems	8X8X8 45 Deg Wye Joint	\$50.00
50696	7/9/2019	Oneida Air Systems	Adapter Spiral 6" Dia	\$72.59
50696	7/9/2019	Oneida Air Systems	Bag Liner 55 gal 22" dia gripper	\$34.50
50696	7/9/2019	Oneida Air Systems	Bag Liner Kit for 55 Gal Drums	\$58.00
50696	7/9/2019	Oneida Air Systems	Duct Drop Kit 4" Diameter	\$74.05
50696	7/9/2019	Oneida Air Systems	Foil Tape - 2" wide X 50 yards 3.6 mils total thickness	\$19.38
50696	7/9/2019	Oneida Air Systems	Freight Shipping & Handling	\$520.00
50696	7/9/2019	Oneida Air Systems	Molded Drum Dolly Universal	\$89.00
50696	7/9/2019	Oneida Air Systems	Reducer 10 to 8 inch	\$19.47
50696	7/9/2019	Oneida Air Systems	Reducer 4 to 3 inch	\$11.95
50696	7/9/2019	Oneida Air Systems	Reducer 8 to 6 inch	\$17.21
50696	7/9/2019	Oneida Air Systems	Screw Sht Mtl #8x1/2" 1/4"head self tapping screw	\$3.45
50696	7/9/2019	Oneida Air Systems	Shipping & Handling Ground UPS/USPS	\$75.00
50696	7/9/2019	Oneida Air Systems	Silicone tube 10oz clear	\$8.25
50696	7/9/2019	Oneida Air Systems	Spiral Pip 6"D X 58"L 24GA	\$252.70
		Oneida Air Systems Total		\$6,838.55
50697	7/9/2019	Orkin Exterminating Inc	Pest Control	\$118.71
		Orkin Exterminating Inc Total		\$118.71
50698	7/9/2019	Pac N Save, Inc.	Board Supplies	\$29.31
		Pac N Save, Inc. Total		\$29.31
50699	7/9/2019	Perma-Bound Books	Animal Farm Perma-Bound Edition Orwell, George Series Signet Classics	\$417.60
		Perma-Bound Books Total		\$417.60
50700	7/9/2019	Rasmussen Mechanical Service, Inc.	Control System Repair	\$984.00
50700	7/9/2019	Rasmussen Mechanical Service, Inc.	Transformer Replacement	\$1,526.14
		Rasmussen Mechanical Service, Inc. Total		\$2,510.14
50701	7/9/2019	Salsbury Industries	Custom Engraved Name/Number Plate - for metal locker dr - 57-78	\$63.00
50701	7/9/2019	Salsbury Industries	Discount	(\$959.50)
50701	7/9/2019	Salsbury Industries	Finished End Panel - For Metal Locker 5 feet high 12" deep - Gray	\$240.00
50701	7/9/2019	Salsbury Industries	Lockers without legs - for 1 wide & 3 wide metal lockers	\$140.00
50701	7/9/2019	Salsbury Industries	Shipping	\$427.00
50701	7/9/2019	Salsbury Industries	Sloping Hood - For metal lockers up to (3) 12" wide & 12" deep - Gray	\$245.00
50701	7/9/2019	Salsbury Industries	Standard Metal Locker - Single Tier - 3 Wide - 5 feet high - 12" deep - Gray - Assembled	\$3,150.00
		Salsbury Industries Total		\$3,305.50
50702	7/9/2019	Security Shredding Services	Shredding	\$105.00
		Security Shredding Services Total		\$105.00
50703	7/9/2019	SIDELINES Bar & Grille	HS Data Retreat	\$124.50
50703	7/9/2019	SIDELINES Bar & Grille	Elem Data Retreat	\$66.96
		SIDELINES Bar & Grille Total		\$191.46
50704	7/9/2019	Staples	3" 3 ring black binder	\$29.07
50704	7/9/2019	Staples	3x5 unruled index cards	\$13.78
50704	7/9/2019	Staples	8" scissors	\$12.58
50704	7/9/2019	Staples	Discount	(\$40.80)
50704	7/9/2019	Staples	Elmer's white poster board 22x28	\$67.99
50704	7/9/2019	Staples	Expo chisel tip dry erase markers	\$37.98
50704	7/9/2019	Staples	Office Chair - WT	\$234.99
		Staples Total		\$355.59
50705	7/9/2019	TAESE	Neb MTSS Summit - JW	\$125.00
		TAESE Total		\$125.00
50706	7/9/2019	Teaching Strategies	GOLD Online Assessment Portfolios	\$956.00
		Teaching Strategies Total		\$956.00
	7/9/2019	VISA	McGraw Hill Entrepreneurship 10th Edition (Paid for by reVISION grant)	\$1,284.60
	7/9/2019	VISA	\$150 gift card	\$150.00
	7/9/2019	VISA	\$200 gift card to teachers pay teachers	\$200.00
	7/9/2019	VISA	\$200 gift card to use as I need	\$200.00
	7/9/2019	VISA	Broken Crates - 18-19 0147	(\$13.03)
	7/9/2019	VISA	credit for classroom resources	\$100.00
	7/9/2019	VISA	For Math Curriculum for Kindergarten	\$100.00
	7/9/2019	VISA	Storage & Filing Crates - 18-19 0147	\$38.97
	7/9/2019	VISA	Supply certificates for Elementary Teachers	\$2,350.00
	7/9/2019	VISA	Tax	\$25.81
	7/9/2019	VISA	TPT Gift Card	\$200.00
	7/9/2019	VISA	TPT giftcard for classroom materials	\$100.00

Check Number	Check Date	Payee	Reason	Amount
	7/9/2019	VISA	My World Social Studies Grade 3 ISBN: 0328639397	\$102.72
	7/9/2019	VISA	Shipping	\$31.50
	7/9/2019	VISA	Traveling Turquoise Cart	\$60.81
	7/9/2019	VISA	27 Tuft Ultra Soft Child's Brush	\$89.28
	7/9/2019	VISA	Melissa & Doug Lightweight Jumbo Cardboard Building Block Set - 40pc	\$34.99
	7/9/2019	VISA	Shipping	\$21.52
	7/9/2019	VISA	Tax	\$2.66
	7/9/2019	VISA	Tri-State SPED Law Conf - JW	\$210.00
	7/9/2019	VISA	Sandusky Lee CA41361872-05, Welded Steel Classic Storage Cabinet, 4 Adjustable Shelves, Locking Swing-Out Doors, 72" Height x 36" Width x 18" Depth, Dove Gray	\$288.95
	7/9/2019	VISA	Tri-State SPED Law Conf - MF	\$210.00
	7/9/2019	VISA	Window Gasket	\$42.24
	7/9/2019	VISA	Can I Be Your Dog?	\$136.62
	7/9/2019	VISA	Charlotte and the Rock	\$98.82
	7/9/2019	VISA	Hello Goodbye Dog	\$116.82
	7/9/2019	VISA	I Want That Nut	\$116.82
		VISA Total		\$6,300.10
50707	7/9/2019	Wakefield Republican, The	Meeting Notice	\$7.85
50707	7/9/2019	Wakefield Republican, The	Meeting Proceedings/Para Ad	\$277.60
50707	7/9/2019	Wakefield Republican, The	Para/Golf Coach Job Ad	\$66.00
		Wakefield Republican, The Total		\$351.45
50708	7/9/2019	Wayne Herald	Para Ad	\$88.50
		Wayne Herald Total		\$88.50
50709	7/9/2019	Wigman Company	Shipping	\$9.68
50709	7/9/2019	Wigman Company	Shut off Valves	\$200.73
50709	7/9/2019	Wigman Company	Supplies	\$76.19
		Wigman Company Total		\$286.60
50710	7/12/2019	Air Quality Engineering	M66L 208-240V, 60Hz, 1 Phs, 1HP, Medica Air Cleaner, Includes: Filter, Gauge & Cord	\$3,490.00
50710	7/12/2019	Air Quality Engineering	MERV 14 (90 - 95%) Polypropylene ESF Filter, 24" x 24"x 12"	\$233.00
50710	7/12/2019	Air Quality Engineering	Optional Wrap-around Extended Prefilter w/Brackets & Media Pad M66	\$340.00
50710	7/12/2019	Air Quality Engineering	Shipping	\$168.90
		Air Quality Engineering Total		\$4,231.90
50711	7/12/2019	Century Link	Phone Service	\$348.48
50711	7/12/2019	Century Link	BB Phone Service	\$69.98
		Century Link Total		\$418.46
50712	7/12/2019	Eatons Floral & Greenhouse	Outside Plants	\$127.88
		Eatons Floral & Greenhouse Total		\$127.88
50713	7/12/2019	Faith Regional Physician Services, LLC	Athletic Trainer Services - R Hansen	\$3,600.00
		Faith Regional Physician Services, LLC Total		\$3,600.00
50714	7/12/2019	JourneyEd.com. Inc.	Adobe - VIP License	\$500.00
		JourneyEd.com. Inc. Total		\$500.00
50715	7/12/2019	McGraw-Hill School Education LLC	Glencoe Child Care Today: Becoming an Early Childhood Professional, Teacher Edition.	\$38.25
		McGraw-Hill School Education LLC Total		\$38.25
50716	7/12/2019	Nebraska Department of Education	GOLD Introduction Course - PP	\$20.00
		Nebraska Department of Education Total		\$20.00
50717	7/12/2019	PCF LLC	Carpet & LVT Installation	\$26,249.00
		PCF LLC Total		\$26,249.00
	7/12/2019	VISA	Dry Erase Markers	\$60.98
	7/12/2019	VISA	Laminating Film	\$72.96
	7/12/2019	VISA	CTE - Curriculum	\$597.00
	7/12/2019	VISA	https://www.towergarden.com/shop/growing-system#	\$525.00
	7/12/2019	VISA	Shipping	\$50.00
	7/12/2019	VISA	McGraw Hill Computer Accounting with Quickbooks 2018 Student Edition (Paid for by reVISION grant)	\$1,747.40
	7/12/2019	VISA	Classroom Supplies - LJ	\$184.32
	7/12/2019	VISA	Supplies	\$20.16
	7/12/2019	VISA	Supplies	\$260.61
		VISA Total		\$3,518.43
Sub Total				\$171,072.29

Check Number	Check Date	Payee	Reason	Amount
Sorted By				
FUND	03	Employee Benefit Fund		
Check Number	Check Date	Payee	Reason	Amount
1260	7/9/2019	AxisPlus Benefits	May Participant Fee	\$96.50
Sub Total				\$96.50
Sorted By				
FUND	06	School Nutrition Fund		
Check Number	Check Date	Payee	Reason	Amount
4937	7/9/2019	CenterPoint Energy Services Retail LLC	Acct# NGM811131 May Natural Gas	\$75.34
		CenterPoint Energy Services Retail LLC Total		\$75.34
4938	7/9/2019	City of Wakefield	Jun Utilities	\$3.72
4938	7/9/2019	City of Wakefield	Jun Utilities	\$158.93
		City of Wakefield Total		\$162.65
4939	7/9/2019	Cubby's Inc.	Data Retreat	\$13.58
		Cubby's Inc. Total		\$13.58
4940	7/9/2019	Dollar General	Cleaning Supplies	\$20.70
		Dollar General Total		\$20.70
4941	7/9/2019	Gill Hauling, Inc.	Garbage Service	\$105.87
		Gill Hauling, Inc. Total		\$105.87
4942	7/9/2019	Holiday Inn Kearney	NE School Nutrition Assoc - KF	\$199.90
		Holiday Inn Kearney Total		\$199.90
4943	7/9/2019	SCHOOLSin	Mobile Bench Cafeteria Table	\$5,447.36
4943	7/9/2019	SCHOOLSin	Shipping	\$765.88
		SCHOOLSin Total		\$6,213.24
	7/9/2019	Sysco Lincoln	Supplies	\$806.45
		Sysco Lincoln Total		\$806.45
Sub Total				\$7,597.73
Sorted By				
FUND	12	Student Fees Fund		
Check Number	Check Date	Payee	Reason	Amount
50672	7/9/2019	Cubby's Inc.	Drivers Ed Fuel	\$90.89
Sub Total				\$90.89
Grand Total				\$178,857.41

Wakefield Community School

Check Payments By Fund Report

Accounting Cycle: FY18-19; Begin Date: 07/15/2019; End Date: 07/15/2019; Display Element Description: BUILDING; Check Type: [All]; Sort By

Sorted By	Value	Description		
FUND	01	General Fund		
Check Number	Check Date	Payee	Reason	Amount
50718	7/15/2019	De Marco Bros Company	Terrazzo Repair	\$9,200.00
50719	7/15/2019	Fire Protection Services, LLC	Semi-Annual Fire Alarm Inspection	\$1,025.00
50720	7/15/2019	McGraw-Hill School Education LLC	Glencoe Child Care Today: Becoming an Early Childhood Professional, Student Resource	\$332.70
50720	7/15/2019	McGraw-Hill School Education LLC	Shipping	\$32.15
50721	7/15/2019	Bevelhymer Construction LLC	Concrete Replacement	\$6,625.00
50723	7/15/2019	Sports Facility Maintenance, LLC	Backstop/Curtain Inspections	\$2,254.00
Sub Total				\$19,468.85
Sorted By	Value	Description		
FUND	06	School Nutrition Fund		
Check Number	Check Date	Payee	Reason	Amount
4944	7/15/2019	Mighty Ducts	Exhaust Cleaning	\$690.00
Sub Total				\$690.00
Grand Total				\$20,158.85

Wakefield Community School

Payroll Voucher By Vendor Report

Accounting Cycle: FY18-19; Voucher: 070519,070519 HSA; Vendor: [All]; Order By: Vendor; Account Type: Liability; Created On: 7/5/2019 4:54:25 PM

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070519	BankFirst	195103	50654	Aflac	\$739.05
Register	Register Paid Date	Account Code	Deduction		Amount
071219	7/12/2019	01-00941-000	Aflac - Accident 125		\$289.90
071219	7/12/2019	01-00901-000	Aflac - Cancer 125		\$80.86
071219	7/12/2019	01-00941-000	Aflac - Cancer 125		\$162.63
071219	7/12/2019	01-00941-000	Aflac - Short Term Disability		\$205.66
Sub Total					\$739.05
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070519	BankFirst	195103	50655	AxisPlus Benefits	\$6,162.45
Register	Register Paid Date	Account Code	Deduction		Amount
071219	7/12/2019	01-00941-000	Child Care 125		\$3,023.30
071219	7/12/2019	01-00941-000	Med Reimb 125		\$3,086.25
071219	7/12/2019	06-00941-000	Med Reimb 125		\$52.90
Sub Total					\$6,162.45
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070519	BankFirst	195103	50656	BankFirst	\$58,610.68
Register	Register Paid Date	Account Code	Deduction		Amount
071219	7/12/2019	01-00941-000	Federal Withholding		\$19,911.91
071219	7/12/2019	06-00941-000	Federal Withholding		\$85.49
071219	7/12/2019	01-00941-000	FICA		\$31,130.00
071219	7/12/2019	06-00941-000	FICA		\$164.50
071219	7/12/2019	01-00941-000	Medicare		\$7,280.30
071219	7/12/2019	06-00941-000	Medicare		\$38.48
Sub Total					\$58,610.68
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070519	BankFirst	207276	4933	Blue Cross and Blue Shield of NE	\$72,382.27
Register	Register Paid Date	Account Code	Deduction		Amount
071219	7/12/2019	06-00901-000	BCBS Empl Health 125		\$541.59
Sub Total					\$541.59
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070519	BankFirst	195103	50657	Blue Cross and Blue Shield of NE	\$72,382.27
Register	Register Paid Date	Account Code	Deduction		Amount
071219	7/12/2019	01-00941-000	BCBS Empl Dental 125		\$1,465.88
071219	7/12/2019	01-00901-000	BCBS Empl Health 125		\$6,237.48
071219	7/12/2019	01-00941-000	BCBS Empl Health 125		\$857.11
071219	7/12/2019	01-00941-000	BCBS Employer Dental		\$1,467.02
071219	7/12/2019	06-00941-000	BCBS Employer Dental		\$28.67
071219	7/12/2019	01-00901-000	BCBS Employer Hlth		\$2,136.07
071219	7/12/2019	01-00941-000	BCBS Employer Hlth		\$59,040.52
071219	7/12/2019	06-00941-000	BCBS Employer Hlth		\$607.93
Sub Total					\$71,840.68
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070519	BankFirst	195103		Federal Reserve KC	\$168,323.62
Register	Register Paid Date	Account Code	Deduction		Amount
071219	7/12/2019	01-00941-000	Direct Deposit		\$167,371.02
071219	7/12/2019	06-00941-000	Direct Deposit		\$952.60

Sub Total					\$168,323.62
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070519	BankFirst	195103		Iowa Department of Revenue	\$300.00
Register	Register Paid Date	Account Code	Deduction		Amount
071219	7/12/2019	01-00941-000	Iowa State Tax		\$300.00
Sub Total					\$300.00
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070519 HSA	BankFirst	195103		LaVonne Carson - HSA	\$95.01
Register	Register Paid Date	Account Code	Deduction		Amount
071219	7/12/2019	01-00941-000	HSA LaVonne Carson		\$95.01
Sub Total					\$95.01
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070519	BankFirst	195103	50658	Madison National Life	\$2,157.63
Register	Register Paid Date	Account Code	Deduction		Amount
071219	7/12/2019	01-00941-000	Dependent Life Ins		\$32.13
071219	7/12/2019	06-00941-000	Dependent Life Ins		\$0.67
071219	7/12/2019	01-00901-000	Life Ins Employer		\$35.25
071219	7/12/2019	01-00941-000	Life Ins Employer		\$692.25
071219	7/12/2019	06-00941-000	Life Ins Employer		\$29.25
071219	7/12/2019	01-00901-000	Long Term Disability		\$12.67
071219	7/12/2019	01-00941-000	Long Term Disability		\$1,355.41
Sub Total					\$2,157.63
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070519	BankFirst	195103		MG Trust Company	\$3,395.00
Register	Register Paid Date	Account Code	Deduction		Amount
071219	7/12/2019	01-00941-000	403b Plan		\$1,386.52
071219	7/12/2019	06-00941-000	403b Plan		\$63.48
071219	7/12/2019	01-00941-000	403b Plan ROTH		\$1,938.92
071219	7/12/2019	06-00941-000	403b Plan ROTH		\$6.08
Sub Total					\$3,395.00
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070519	BankFirst	195103		Nebraska Department of Revenue	\$8,694.55
Register	Register Paid Date	Account Code	Deduction		Amount
071219	7/12/2019	01-00941-000	State Withholding - NE		\$8,671.29
071219	7/12/2019	06-00941-000	State Withholding - NE		\$23.26
Sub Total					\$8,694.55
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070519	BankFirst	195103		Nebraska Retirement System	\$50,440.41
Register	Register Paid Date	Account Code	Deduction		Amount
071219	7/12/2019	01-00941-000	NPERS		\$50,252.59
071219	7/12/2019	06-00941-000	NPERS		\$187.82
Sub Total					\$50,440.41
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070519 HSA	BankFirst	195103		Patricia Wurdeman - HSA	\$95.01
Register	Register Paid Date	Account Code	Deduction		Amount
071219	7/12/2019	01-00941-000	HSA Patricia Wurdeman		\$95.01
Sub Total					\$95.01
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070519 HSA	BankFirst	195103		Shannon Carroll - HSA	\$267.89
Register	Register Paid Date	Account Code	Deduction		Amount
071219	7/12/2019	01-00941-000	HSA Shannon Carroll		\$267.89

Sub Total					\$267.89
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070519	BankFirst	207276	4935	Vision Service Plan	\$647.54
Register	Register Paid Date	Account Code	Deduction		Amount
071219	7/12/2019	06-00901-000	Vision 125		\$8.20
Sub Total					\$8.20
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070519	BankFirst	195103	50659	Vision Service Plan	\$647.54
Register	Register Paid Date	Account Code	Deduction		Amount
071219	7/12/2019	01-00901-000	Vision 125		\$78.48
071219	7/12/2019	01-00941-000	Vision 125		\$555.15
071219	7/12/2019	06-00941-000	Vision 125		\$5.71
Sub Total					\$639.34
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070519	BankFirst	195103	50660	Washington National Insurance Co	\$374.70
Register	Register Paid Date	Account Code	Deduction		Amount
071219	7/12/2019	01-00901-000	WA Natl - Cancer Ins 125		\$55.10
071219	7/12/2019	01-00941-000	WA Natl - Cancer Ins 125		\$315.90
071219	7/12/2019	06-00941-000	WA Natl - Cancer Ins 125		\$3.70
Sub Total					\$374.70
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070519	BankFirst	195103	50661	WCS-General Fund	\$101.87
Register	Register Paid Date	Account Code	Deduction		Amount
071219	7/12/2019	01-00941-000	Limited Computer Use		\$44.00
071219	7/12/2019	01-00941-000	Summer Ins 125		\$57.87
Sub Total					\$101.87
Grand Total					\$372,787.68



NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

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

2019-20 EXECUTIVE COMMITTEE

Officers:

Del Dack, President.

Paxton Consolidated Schools
Paxton, Nebraska

Dr. Curtis Cogswell, Past President.

McCool Junction Public Schools
McCool Junction, Nebraska

Ginger Meyer, Pres-Elect.

Scribner-Snyder Community Schs
Scribner, Nebraska

Jane Davis, Secretary.

Hershey Public Schools
Hershey, Nebraska

District Representatives:

Chris Geary, West.

Leyton Public Schools
Dalton, Nebraska

Dale Hafer, North Central.

Ainsworth Public Schools
Ainsworth, Nebraska

Dr. Dawn Lewis, Northeast.

Arlington Public Schools
Arlington, Nebraska

Paul Sheffield, Southeast.

Exeter-Milligan Public Schools
Exeter, Nebraska

Dr. Dennis Shipp, South Central.

Bertrand Public Schools
Bertrand, Nebraska

Alan Garey, Southwest.

Medicine Valley Schools
Curtis, Nebraska

Executive Director:

Jack Moles

455 S. 11th St, Ste B
Lincoln, NE 68508
402-335-7732

Lobbyists:

Trent P. Nowka

Russell Westerhold

Nowka & Edwards.

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

June 28, 2019

To: NRCSA Members
From: Jack Moles, Executive Director
Re: 2019-20 Membership

Thank you for being an active member of the Nebraska Rural Community Schools Association (NRCSA)! Your continued membership will help assure NRCSA's ongoing effort to continue rural community school advocacy. Thanks to you, NRCSA had 199 member school districts and Educational Service Units in 2018-19 representing over 75,000 students across 89 counties and 24 legislative districts throughout Nebraska. We have grown each year for the last eight years, in spite of losing member districts to local reorganization, and we hope to see growth again for 2019-20.

Why Remain a Member of NRCSA?

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

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

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

NRCSA offers recognition to those who demonstrate outstanding leadership and character in rural schools through exceptional scholarship and awards programs. In 2019, NRCSA awarded sixteen \$1,000 scholarships, seven Outstanding Educator Awards, and eight Closing the Achievement Gap Effective School Awards.

NRCSA provides, exclusively sent to Superintendents and Board of Education members of member schools, written updates from the Executive Director on current association activities and involvement within the legislative process. In the past the updates have gone only to the Superintendents and Board Presidents. We have expanded our updates to include all Board of Ed members. We are requesting the district Superintendent provide board member email contact information, or at least for the Board President, so the NRCSA communications can be sent to a larger audience directly. We encourage our updates to be used as board meeting information, as well.

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



NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

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

2019-20 EXECUTIVE COMMITTEE

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McCool Junction, Nebraska

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Scribner, Nebraska

Jane Davis, Secretary.

Hershey Public Schools
Hershey, Nebraska

District Representatives:

Chris Geary, West.

Leyton Public Schools
Dalton, Nebraska

Dale Hafer, North Central.

Ainsworth Public Schools
Ainsworth, Nebraska

Dr. Dawn Lewis, Northeast.

Arlington Public Schools
Arlington, Nebraska

Paul Sheffield, Southeast.

Exeter-Milligan Public Schools
Exeter, Nebraska

Dr. Dennis Shipp, South Central.

Bertrand Public Schools
Bertrand, Nebraska

Alan Garey, Southwest.

Medicine Valley Schools
Curtis, Nebraska

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Nowka & Edwards.

Suite 201
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Lincoln, NE 68508
402-476-1440

NRCSA offers the NRCSA-USbank OneCard program to all school districts and service units statewide as a NRCSA program. The OneCard is a Visa purchase-only card that allows designated personnel to make purchases for the district, thus eliminating the need to carry cash, or for staff to use their personal credit/debit card and go through a reimbursement process. The Superintendent pre-loads the card and all transactions are clearly identified on the monthly statements. It is easy, clean, secure, and can be used for any purchase of any size. NRCSA receives a portion of the interchange income generated by use of the cards. Seventy-two districts and the NRCSA office use the OneCard. This income provides critical support for NRCSA scholarships and awards.

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

It is an exciting time for NRCSA and an exciting time to be a member! There are two ways to renew your membership. You may update and return the Superintendent and board member contact information included. Or you may submit an Online Membership Form. Simply go to www.nrcca.net and click on 'Membership' then, select 'Regular Member'. Click the 'Complete Membership Form Online' link and follow the directions. District dues for 2019-20 remain at \$850.00, due September 15.

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

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

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

Jack Moles
Executive Director, NRCSA

Nebraska Rural Community Schools Association

Invoice



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

Invoice #: 2019-20 Member
Date: 7/3/2019

Bill To:
WAKEFIELD PUBLIC SCHOOLS
BOX 330
WAKEFIELD NE 68784

For: NRCSA Membership Dues

Description	Amount
<i>2019-20 NRCSA Membership Dues Renewal</i>	\$850.00

Total: \$850.00

Make all checks payable to **NRCSA**

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

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. **Guidelines for Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.
2. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. **Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. **Materials Required for Course Projects.** The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. **Extracurricular Activities.** The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Student activity card
<i>Covers admission to all home extracurricular events</i> ▪ Student participation fee ▪ Future Business Leaders of America ▪ National Honor Society ▪ Football | <p style="text-align: right;">\$30</p> <p style="text-align: right;">\$0</p> <p style="text-align: right;">\$20</p> <p style="text-align: right;">\$20</p> <p>students must provide their own football shoes, undergarments, and mouth guards</p> |
|---|---|

- Golf students must provide their own golf shoes, undergarments, and clubs
- Track, Volleyball, Wrestling and Basketball students must provide their own shoes and undergarments
- FCCLA \$20 dues, cost of attendance at state & national conventions are student's responsibility.
- FFA student must purchase their own FFA jackets, **official dress** and pay dues of \$40.

6. Post-Secondary Education Costs. Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit only or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. Transportation Costs. The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$10.

8. Copies of Student Files or Records. The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$.10 per page for reproduction of student records.

9. **Participation in Before-and-After-School or Pre-Kindergarten Services.** The district may charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$300/month.

10. **Participation in Summer School or Night School.** The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$200.

11. **Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades PreK-12
 - Regular Price \$1.30
 - Reduced Price \$0.30
 - Milk Price \$0.30

- Lunch Program – Grades PreK-6
 - Regular Price \$2.25
 - Reduced Price \$0.40
 - Milk Price \$0.30

- Lunch Program – Grades 7-12
 - Regular Price \$2.70
 - Reduced Price \$0.40
 - Milk Price \$0.30

12. **Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular

activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$100.

13. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$0-\$100.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not

requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

CERTIFICATION

On the ~~150~~¹⁵th day of July, 201~~98~~⁹, the Board of Education of Wakefield Public Schools held a public hearing on a proposed student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 201~~98~~⁹-20~~2019~~¹⁹ school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Open Meetings Act.



Mark Bejot
Superintendent of Schools

Adopted on: 6/14/2010
Revised on: 7/105/20189
Reviewed on: 7/105/20189

5054 Student Bullying

Definition of Bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district’s antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district’s student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Adopted on: 6/14/2010

Revised on: 7/105/2019

Reviewed on: 7/1015/20189

2002 Organization of the Board

1. Membership, Term and Election

- a. The Board of Education shall be comprised of six members who will be elected at large.
- b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

2. Internal Organization and Officers

a. President

- i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
- ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

b. Vice President

- i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
- ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

c. Secretary

- i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.
- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the

proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. A treasurer from the board will be designated on a year-to-year basis.
- ii. The treasurer will sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized by the board and has been duly countersigned by the president.
- v. The vice president or secretary may sign any warrant in the absence of either the president or the treasurer.

3. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:
 - i. [Option 1]: If the board is split between two members, they will each serve as the officer for six months of the year. The initial six-month term will be determined by coin flip.

[Option 2]: If the board is split between two members, the officer will be determined by coin flip. The winning member

will be the officer for the upcoming year unless the position changes by action of the board.

- ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.
- iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

4. Committees

- a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. On or before the beginning of each ~~school~~ calendar year, the board shall appoint three members to form a Committee on ~~Americanism~~ American Civics. The committee's duties shall be those prescribed by Nebraska statutes, which include:-
 - i. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;
 - ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
 - iii. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
 - iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and

- respect for the nation's institutions and not be merely a recital of events and dates;
- v. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
 - vi. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;
 - vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
 - 1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
 - 2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
 - 3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event; and
 - 8.viii. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

5. Vacancies

- a. A vacancy on the board of education shall exist when any one of the following occurs:
 - i. A member submits his or her formal resignation from the board.

- ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.
 - iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
 - iv. Such other reasons as are set forth in Nebraska statutes.
- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
- c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: _____
Revised on: _____
Reviewed on: _____

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities related to the business.

2. It also emphasizes the need for regular audits and reviews to ensure compliance with applicable laws and regulations.

3. Key areas of focus include:

- Financial reporting and budgeting
- Tax compliance and planning
- Risk management and insurance
- Human resources and labor relations

4. The document concludes by stating that these practices are essential for the long-term success and sustainability of any business.

Page 1 of 1
Date: 10/26/2023
Time: 10:10 AM

2006 Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

Chapter 10: Introduction

The first part of the chapter discusses the importance of understanding the underlying structure of the data. This is particularly true for time series data, where the temporal dependence between observations is a key feature. The second part of the chapter introduces the concept of stationarity, which is a fundamental property of many time series models. Stationarity implies that the statistical properties of the series, such as its mean and variance, do not change over time. This property is crucial for the validity of many statistical tests and estimation procedures.

The third part of the chapter discusses the concept of cointegration, which is a relationship between two or more time series that allows them to move together in the long run. This is a key concept in the analysis of macroeconomic data, where variables such as GDP, inflation, and interest rates are often found to be cointegrated.

Chapter 11: Autoregressive Models

This chapter focuses on autoregressive (AR) models, which are a class of time series models where the current value of the series is expressed as a linear combination of its past values. The most common form of an AR model is the AR(1) process, where the current value is equal to a constant plus a fraction of the previous value plus a random error term. The chapter discusses the conditions under which an AR(1) process is stationary and how to estimate its parameters using maximum likelihood methods.

The chapter also discusses the concept of the autoregressive root, which is the parameter that determines the persistence of the series. If the root is close to one, the series is highly persistent and may exhibit a unit root. This leads to the discussion of the unit root hypothesis and the Augmented Dickey-Fuller (ADF) test, which is used to test for the presence of a unit root in a time series.

The chapter concludes by discussing the implications of the unit root hypothesis for the long-run behavior of the series. If a series has a unit root, it is non-stationary and its variance increases over time. This has important implications for the interpretation of the results of statistical tests and the construction of confidence intervals.

The final part of the chapter discusses the concept of the autoregressive moving average (ARMA) model, which is a combination of an AR model and a moving average (MA) model. The MA model is a class of time series models where the current value of the series is expressed as a linear combination of its past values and a random error term. The chapter discusses the conditions under which an ARMA model is stationary and how to estimate its parameters.

The chapter concludes by discussing the implications of the ARMA model for the long-run behavior of the series. If an ARMA model is stationary, the series will converge to a constant value over time. This is a key property of stationary time series models and has important implications for the interpretation of the results of statistical tests and the construction of confidence intervals.

e)d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in

1. The first step in the process of identifying a problem is to define the problem clearly. This involves identifying the symptoms and the underlying causes of the problem. It is important to gather as much information as possible about the problem and to consider all possible causes. Once the problem has been defined, the next step is to develop a plan of action. This involves identifying the goals of the plan and the steps that need to be taken to achieve those goals. It is important to consider all possible solutions and to choose the one that is most likely to be successful. Once a plan has been developed, the next step is to implement the plan. This involves carrying out the steps of the plan and monitoring progress. It is important to be flexible and to adjust the plan as needed. Finally, the last step in the process is to evaluate the results. This involves comparing the actual results with the expected results and identifying any areas for improvement.

2. The second step in the process of identifying a problem is to gather information. This involves identifying the symptoms and the underlying causes of the problem. It is important to gather as much information as possible about the problem and to consider all possible causes. Once the problem has been defined, the next step is to develop a plan of action. This involves identifying the goals of the plan and the steps that need to be taken to achieve those goals. It is important to consider all possible solutions and to choose the one that is most likely to be successful. Once a plan has been developed, the next step is to implement the plan. This involves carrying out the steps of the plan and monitoring progress. It is important to be flexible and to adjust the plan as needed. Finally, the last step in the process is to evaluate the results. This involves comparing the actual results with the expected results and identifying any areas for improvement.

3. The third step in the process of identifying a problem is to develop a plan of action. This involves identifying the goals of the plan and the steps that need to be taken to achieve those goals. It is important to consider all possible solutions and to choose the one that is most likely to be successful. Once a plan has been developed, the next step is to implement the plan. This involves carrying out the steps of the plan and monitoring progress. It is important to be flexible and to adjust the plan as needed. Finally, the last step in the process is to evaluate the results. This involves comparing the actual results with the expected results and identifying any areas for improvement.

4. The fourth step in the process of identifying a problem is to implement the plan. This involves carrying out the steps of the plan and monitoring progress. It is important to be flexible and to adjust the plan as needed. Finally, the last step in the process is to evaluate the results. This involves comparing the actual results with the expected results and identifying any areas for improvement.

5. The fifth step in the process of identifying a problem is to evaluate the results. This involves comparing the actual results with the expected results and identifying any areas for improvement.

6. The sixth step in the process of identifying a problem is to identify areas for improvement. This involves comparing the actual results with the expected results and identifying any areas for improvement.

7. The seventh step in the process of identifying a problem is to develop a plan of action. This involves identifying the goals of the plan and the steps that need to be taken to achieve those goals. It is important to consider all possible solutions and to choose the one that is most likely to be successful. Once a plan has been developed, the next step is to implement the plan. This involves carrying out the steps of the plan and monitoring progress. It is important to be flexible and to adjust the plan as needed. Finally, the last step in the process is to evaluate the results. This involves comparing the actual results with the expected results and identifying any areas for improvement.

8. The eighth step in the process of identifying a problem is to implement the plan. This involves carrying out the steps of the plan and monitoring progress. It is important to be flexible and to adjust the plan as needed. Finally, the last step in the process is to evaluate the results. This involves comparing the actual results with the expected results and identifying any areas for improvement.

9. The ninth step in the process of identifying a problem is to evaluate the results. This involves comparing the actual results with the expected results and identifying any areas for improvement.

10. The tenth step in the process of identifying a problem is to identify areas for improvement. This involves comparing the actual results with the expected results and identifying any areas for improvement.

writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

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- d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the success of any business and for the protection of the interests of all parties involved.

It is noted that the records should be kept in a secure and accessible location. The document also mentions the need for regular audits to ensure the accuracy and integrity of the records. This process helps to identify any discrepancies or errors and allows for prompt correction.

The document further outlines the specific requirements for record-keeping, including the need for clear and concise entries. It stresses that all transactions should be recorded in a timely manner and that the records should be kept for a sufficient period of time to allow for future reference.

In addition, the document discusses the importance of maintaining accurate records of all assets and liabilities. It notes that this information is crucial for the preparation of financial statements and for the determination of the net worth of the business.

The document also addresses the issue of record retention. It provides guidance on how long records should be kept and how they should be disposed of when they are no longer needed. This helps to ensure that the records are kept up-to-date and that unnecessary information is not retained.

Finally, the document concludes by reiterating the importance of accurate record-keeping. It states that by following the guidelines outlined in the document, businesses can ensure that their records are accurate, complete, and reliable. This, in turn, helps to build trust and confidence among all parties involved.

The document is intended to provide a comprehensive guide to record-keeping for businesses of all sizes. It is hoped that this information will be helpful and that it will contribute to the success and growth of all businesses.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities related to the business.

2. It then goes on to describe the various methods and techniques used to collect and analyze data, including surveys, interviews, and focus groups.

3. The document also outlines the process of identifying and measuring key performance indicators (KPIs) and how they are used to track progress and evaluate success.

4. Finally, it discusses the importance of regular communication and reporting to stakeholders, and how this helps to ensure transparency and accountability.

5. The document concludes by emphasizing the need for a strong foundation of data and analysis to support strategic decision-making and long-term growth.

6. In addition, it provides a detailed overview of the various tools and software used in the data analysis process, and how they are integrated into the overall workflow.

Adopted on: _____

Revised on: _____

Reviewed on: _____



2014

Relationship with ~~School~~District Attorney Legal Counsel

The board ~~of education shall choose an attorney~~will engage legal counsel to assist it and the administration in dealing with legal issues. When the district faces circumstances in which legal counsel may be needed between board meetings, the board president or superintendent may engage legal counsel on the board's behalf.

The superintendent and the board president shall have the authority to contact the school's ~~attorney~~legal counsel on behalf of the district. The superintendent may give other members of the administration permission to contact the ~~school's~~district's attorney legal counsel on an as-needed basis. Individual board members other than the president may not contact the ~~school~~district's attorney legal counsel on behalf of the board without the approval of the board president or a majority of the board.

Any board member who contacts the ~~school~~district's legal counsel attorney without board approval may be personally responsible for any legal fees incurred as a result of the unapproved contact.

The superintendent will, to the extent permitted by law, keep the board informed of matters in which the ~~school attorney~~district's legal counsel is involved.

Adopted on: _____

Revised on: _____

Reviewed on: _____

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2017
Indemnification and Liability Insurance

In addition to circumstances where it is obligated to provide indemnity or procure insurance, the school board has broad authority to purchase insurance or otherwise indemnify school board members, officers, employees, or agents of the school district. The school board will purchase liability insurance and provide indemnification at its discretion and review its current coverages and indemnification obligations when it deems appropriate.

In the event the school district's current insurance, indemnification agreements, contract obligations, or other promises to indemnify do not cover a situation which the school board can agree to cover, the school board may authorize indemnification. The school board may elect to indemnify any board member, officer, agent, or employee if he or she is a party or is threatened to be made a party in any pending or completed suit, proceeding, or any other action, whether criminal, civil, administrative, or investigative, if the individual is involved because of current or past service on the board, employment, or agency relationship with the school district. However, the indemnification and defense will only be considered if such person acted in good faith and in a manner he or she reasonably believed to be in the best interests or not opposed to the best interests of the school district, including in a criminal proceeding if he or she had no reasonable cause to believe the conduct was unlawful.

In circumstances involving employees, the board delegates to the Superintendent the authority to provide the indemnification to the extent the Superintendent is authorized to procure legal services, as long as the indemnification is otherwise consistent with the authority granted under the law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

THE HISTORY OF THE UNITED STATES

The first part of the book is devoted to a general history of the United States from its discovery by Columbus in 1492 to the present time. It covers the early years of settlement, the struggle for independence, the formation of the Constitution, and the growth of the nation to its present boundaries.

The second part of the book is devoted to a detailed history of the United States from the year 1776 to the present time. It covers the American Revolution, the War of 1812, the Mexican War, the Civil War, and the Reconstruction period. It also covers the period of the Gilded Age, the Progressive Era, and the New Deal.

The third part of the book is devoted to a detailed history of the United States from the year 1776 to the present time. It covers the American Revolution, the War of 1812, the Mexican War, the Civil War, and the Reconstruction period. It also covers the period of the Gilded Age, the Progressive Era, and the New Deal.

THE HISTORY OF THE UNITED STATES

**Public Schools
Facility Use Application**

Applicant Name ("Applicant"): _____
Organization Name ("Organization"), if applicable: _____
Applicant's Position within Organization: _____
Address: _____
Phone Number: _____ Email: _____
Description of Requested Use: _____

Is your organization a registered 501(c)(3) or other nonprofit? Yes No
Date of Requested Use: _____ Time of Requested Use: _____ to _____
Facility/Room Request, if preferred: _____
Expected Number of Attendees: _____

Check any of the following needs which apply to your request. Note that the district may deem additional services necessary and may require the Applicant/Organization to pay for such services as a condition of use:

- Custodial (set up, tear down, sanitation)
- Kitchen/Kitchen Staff (cooking, food service, clean up)
- Technology Assistance (sound, lighting, presentation)

Liability Insurance, check applicable:

- I/we have coverage of ~~\$1 million per occurrence and~~ \$5 million per occurrence, aggregate
- I/we have other coverage: _____
- I/we have no insurance coverage

Terms and Conditions of Use:

1. All users must comply with the school board's facility use and other policies, rules, and regulations. A copy of the board's facility use policy is available upon request.
2. The facilities are closed from 10 PM to 7 AM and may not be used during those hours.
3. The user(s) named above and the individual(s) signing on behalf of the User agree to defend, indemnify, and hold harmless the school district, its employees and agents for any expense, cost, loss, damage, claim, judgment or claims bill incurred or rendered against same, including attorneys' fees and investigation expenses (pre-suit, suit, trial, appeal, and post appeal proceedings) on account of any intentional or negligent acts or omissions of the user or its employees, agents or servants, or any intentional or negligent acts or omissions of the district or its employees, agents or servants arising out of the use of any facility under this agreement.
4. All non-governmental users may be required to provide a certificate of insurance and/or name the district as an additional insured, on a primary and non-contributory basis, and provide documentation evidencing general liability coverage under an occurrence basis policy, with minimum limits of ~~\$1,000,000.00 per occurrence and~~ \$5,000,000.00 per occurrence aggregate,

combined single limit covering bodily injury, property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractual liability. These coverage limits may be achieved through a combination of underlying policies and umbrella/excess policies, if preferred. There shall be no exclusions for contracted liability. All governmental users shall provide evidence of insurance or self-insurance to the limits set forth in NEB. REV. STAT. § 13-926.

5. All users are subject to the fee schedule established by the school board, and all Applicants by signing below verify that they have authority to sign this application on behalf of the listed Organization, and all individuals and agents of organizations certify that they have financial means and authorization to pay for the required fees and deposits, if any.

Applicant's Signature: _____

Date: _____

For District Use Only

Application

- Denied
- Approved, subject to the following

Insurance

- User has provided sufficient proof of insurance.
- User must obtain proof of insurance and list district as additional insured.
- Insurance requirements are waived.

Additional Services Requested/Required

- Custodial: \$ _____
- Kitchen: \$ _____
- Technology: \$ _____
- None

Total Fee Required to Grant Use: \$ _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$100,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.**
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.**
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by**

law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, ~~which can be found earlier in this subsection.~~

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, ~~which can be found earlier in this subsection.~~

B. Construction Projects with an estimated cost of between \$100,000 and \$249,999 ~~over~~ will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$100,000 or more are subject to state

public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$100,000 and \$250,000.

B-

IV. Construction Projects with an Anticipated Cost Over \$250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publically opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills,

business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the

bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed

procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Construction Records for Projects Financed with Federal Funds

a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Contracts covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The item is available only from a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

- 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.**

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for

printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and

- 11.** Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

- 1.** A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- 2.** The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding

agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained ~~trained~~ until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the

requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

"Option A"

3016

Smoking

Smoking, including the possession or use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

"Option B"

3016

Use of Tobacco Products

The use or possession of any tobacco product, including ~~the use of~~ cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

"Option C"

3016

Smoking

Smoking, including the use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is permitted by non-students on school property only in specifically designated areas.

Adopted on: _____

Revised on: _____

Reviewed on: _____

1998
1999
2000

The following table shows the number of people who were employed in the manufacturing sector in the United Kingdom from 1998 to 2000. The number of people employed in the manufacturing sector has been increasing steadily over the period.

1998
1999
2000

The following table shows the number of people who were employed in the manufacturing sector in the United Kingdom from 1998 to 2000. The number of people employed in the manufacturing sector has been increasing steadily over the period.

1998
1999
2000

The following table shows the number of people who were employed in the manufacturing sector in the United Kingdom from 1998 to 2000. The number of people employed in the manufacturing sector has been increasing steadily over the period.

1998
1999
2000

The following table shows the number of people who were employed in the manufacturing sector in the United Kingdom from 1998 to 2000. The number of people employed in the manufacturing sector has been increasing steadily over the period.

3028
Sex Offenders

The safety of the students attending school is very important to the board of education. School employees, parents, and students should be aware of dangers posed by sex offenders living within the school district, and should be vigilant in providing protection against these dangers.

[NOTE TO BE DELETED: This paragraph is not required but is recommended]. The Nebraska Legislature has enacted the Nebraska Sex Offender Registration Act. The Act requires sex offenders to register with the local county sheriff where they reside. The school district shall notify staff members, parents, and students of any registered sex offenders residing in the school district. Such notice shall contain information about the availability of further information on the State Patrol's web page, and shall inform the recipient of the prohibition against using the information for any retaliatory purpose against the sex offender, the offender's family, or the offender's employer. Only information deemed non-confidential pursuant to NEB. REV. STAT. §§ 29-4006 and 29-4009 will be disclosed in the aforementioned notification.

The board does not generally permit registered sex offenders on school grounds, at any school sponsored activity, or on any property under the control of the school district. The superintendent or his/her designee is hereby empowered to notify sex offenders of this policy and to grant limited permission to attend certain activities on a case-by-case basis.

Students who are registered sex offenders shall not be precluded from receiving a free education from the school district on that basis. The school district will consider a student's status as a registered sex offender in determining the student's educational placement and program.

Adopted on: _____
Revised on: _____
Reviewed on: _____

செய்து
பெற்றது

இந்திய அரசின் தலைநகரான நியூ டெல்லியில் உள்ள இந்தியப் பார்லிமென்ட் கட்டிடத்தில் நடைபெற்றது.

இந்திய அரசின் தலைநகரான நியூ டெல்லியில் உள்ள இந்தியப் பார்லிமென்ட் கட்டிடத்தில் நடைபெற்றது. இந்திய அரசின் தலைநகரான நியூ டெல்லியில் உள்ள இந்தியப் பார்லிமென்ட் கட்டிடத்தில் நடைபெற்றது. இந்திய அரசின் தலைநகரான நியூ டெல்லியில் உள்ள இந்தியப் பார்லிமென்ட் கட்டிடத்தில் நடைபெற்றது.

இந்திய அரசின் தலைநகரான நியூ டெல்லியில் உள்ள இந்தியப் பார்லிமென்ட் கட்டிடத்தில் நடைபெற்றது. இந்திய அரசின் தலைநகரான நியூ டெல்லியில் உள்ள இந்தியப் பார்லிமென்ட் கட்டிடத்தில் நடைபெற்றது.

இந்திய அரசின் தலைநகரான நியூ டெல்லியில் உள்ள இந்தியப் பார்லிமென்ட் கட்டிடத்தில் நடைபெற்றது. இந்திய அரசின் தலைநகரான நியூ டெல்லியில் உள்ள இந்தியப் பார்லிமென்ட் கட்டிடத்தில் நடைபெற்றது.

செய்து
பெற்றது

Threat Assessment and Response

[Policy Committee Recommendation]

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. **Obligation to Report threatening Statements or Behaviors.**

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. **Threat Assessment Team**

The threat assessment team (team) shall consist of Superintendent, building principals, guidance counselors, school nurse, school psychologist, and law enforcement. **[Note to be deleted: This team should include at least the superintendent of schools, building principal(s), guidance counselor and local law enforcement. It also could include the school nurse, members of the mental health profession who would be willing to work with the school. It should not include parents or board members. Members of the school crisis team may also serve on the threat assessment team.]** The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

4. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

5. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

[Option 2: Superintendent as Primary Investigator and Decision-Maker]

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable and useful. The superintendent must confer with at least one member of the school's guidance counseling staff as part of his/her investigation.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

3. Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about possible threats and about the District's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

4. Coordination with the Crisis Team After Resolution of Threat

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

[Option 3: Law Enforcement Unit as Primary Investigator; Superintendent as Primary Decision Maker – Please note, this option is only available if you have adopted the policy designating a Law Enforcement Unit]

The board is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the designated law enforcement unit. Upon receipt of an initial report of any threat, the law enforcement unit will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the unit determines to be reasonable and useful. The law enforcement unit must confer with at least one member of the school's guidance counseling staff as part of the investigation.

At the conclusion of the investigation, the law enforcement unit will share its findings with the superintendent. Superintendent will

determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of the investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of the investigation to the student's individualized education plan team.

3. Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about possible threats and about the district's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

4. Coordination with the Crisis Team After Resolution of Threat

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3046

Service-Animals at Schools

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or his or her designee except as provided in this policy or as otherwise required by law.

I. USE OF ANIMALS FOR INSTRUCTIONAL PURPOSES

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

II. SERVICE ANIMALS

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

Service Animal. A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks **do not** include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. **See also**, Miniature Horses below.

School District Inquiries. School officials **may** ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do **unless** the answers to these inquiries are readily apparent. School officials **may not** ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

Procedural Requirements. The following requirements must be satisfied **before** a service animal will be allowed in school buildings or on school grounds:

Request. A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used.

Health and Vaccination. ~~The service animal must be in good health and immunized against diseases common to that type of animal. The owner or handler of the animal must submit~~owner or handler must have proof of current licensure from the local licensing authority ~~and including~~ proof of the service animal's current vaccinations and immunizations ~~from a licensed veterinarian~~required by law.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

Control. A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

Exclusion or Removal from School. A service animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the service animal;
- (2) The service animal is not housebroken;
- (3) The service animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

Allergic Reactions. If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody

and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

Supervision and Care of Service Animals. The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

Extra Charges. The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

Damage to School Property and Injuries. The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

Miniature Horses. Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

- (1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- (2) Whether the handler has sufficient control of the miniature horse;
- (3) Whether the miniature horse is housebroken; and
- (4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

Service Animal in Training. This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

Denial of Access and Grievance. If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

[NOTE TO BE DELETED: There are 2 options below. The first option allows therapy animals brought by school employees as approved by the administration. The second does not allow therapy animals "except as required by law." YOU MUST PICK AN OPTION AND DELETE THE OTHER.]

[OPTION 1]

III. THERAPY ANIMALS

The school district supports the use of therapy animals by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.

Therapy Animal. A "therapy animal" is an animal that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy animals are not "service animals" as that term is used in the American with Disabilities Act. The animal must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy animals are personal property of the Owner and are not owned by the school district.

Therapy Animal Standards and Procedures. The following requirements must be satisfied *before* a therapy animal will be allowed in school buildings or on school grounds:

Request. An Owner who wants to bring a therapy animal to school must submit a written request form to a principal or superintendent. The request form is attached to this policy. The request must be renewed each school year or whenever a different therapy animal will be used.

Training and Certification. The Owner must submit training and certification information requested by the Superintendent or his or her designee. Any certification required by the school district must remain current at all times.

Health and Vaccination. The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to such animals. The Owner must submit proof of current required licensure from the local licensing authority and proof of the therapy animal's current vaccinations and immunizations from a licensed veterinarian, if applicable.

Control. A therapy animal must be under the control of the Owner at all times.

Identification. The therapy animal must have appropriate identification identifying it as a therapy animal.

No Disruption. The therapy animal must not disrupt the educational process by any of its behaviors.

Health and Safety. The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

Supervision and Care of Therapy Animals. The Owner is solely responsible for the supervision and care of the therapy animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

Authorized Area(s). The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by school district administrators.

Insurance. The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

Exclusion or Removal from School. A therapy animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the therapy animal;
- (2) The therapy animal is not housebroken;
- (3) The therapy animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

Allergic Reactions. If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

Damages to School Property and Injuries. The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

Other Therapy Animals. Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their own benefit will not be allowed on school grounds or school property except as otherwise required by law.

~~**Therapy Dog in Training.** The therapy animal portion of this policy shall also be applicable to therapy dogs in training that are accompanied by a bona fide trainer.~~

[OPTION 2]

III. THERAPY ANIMALS

A "therapy animal" is an animal that has been individually trained and certified to work with its owner to provide emotional support, well-being, comfort, or companionship. Therapy animals are not "service animals" as that term is used in the Americans with Disabilities Act.

Therapy animals will not be allowed on school grounds or school property except as otherwise required by law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3050 Technology in the Classroom

I. In General

The district desires to use technology in a way that aides in the education of students. New devices and applications offer a number of helpful tools that can improve the student experience and increase learning. Many of these devices and applications also create concerns about student privacy. It is the goal of the district to embrace the helpful elements of technological advancement while remaining mindful of potential student privacy issues.

II. Devices

A. Non-district issued electronic devices may be provided by teachers for use in their classroom, so long as the use of such devices is supervised by a staff member and subject to the conditions set forth below used in the classroom, under supervision of a staff member.

A.—Teachers who wish to bring a device into the classroom on a regular or permanent basis, should inform the principal before deploying the device. The building principal may at his or her discretion prohibit the use of such devices or otherwise limit their use. The building principal may at any time direct that a teacher discontinue use of a given device.

1. Smart speakers such as Google Home, Amazon Echo, Apple HomePod, and similar devices may be used approved for use in the classroom. The device must be registered to an account linked to the classroom teacher's school email address. The district will not maintain any records created by use of the smart speaker device. Any record of use will be considered non-record communications pursuant to Nebraska's Records Management Act, and not be maintained by the district.

1. All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use. The district may at any time direct that a teacher discontinue use of a given device.

2.
2.—

~~3.B.~~ 3.B. Assistive technology may be used in district classrooms. Any assistive technology, such as an AngelSense device, ~~that uses "listen-in" functionality that actively or passively create or transmit audio or video recordings~~ must have that function disabled while the student ~~using~~ the device ~~is~~ in a district classroom unless required by law. No assistive technology devices will be permitted to record or transmit the classroom activity of other students unless required by law.

~~4.1.~~ 4.1. ~~All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use. The district may at any time direct that a teacher discontinue use of a given device.~~

B.C. Any classroom recordings made by a staff member will be made pursuant to district policy.

III. Applications

A. School as Agent. The school will serve as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. District Applications. The district uses various software applications to record, track, and store student data. Each application selected by the district is in compliance with federal and state law, to the best of the administration's knowledge. Should the district become aware that an application used by the district has suffered a data breach, or been found to be out of compliance with federal or state law, the district will investigate the scope of the violations and notify students, parents, and staff in accordance with district policy.

C. Staff-Selected Applications.

1. Staff are permitted to select applications for use in the classroom.
2. Staff must perform basic due diligence to ensure that the application is safe for students and serves a pedagogical

purpose. Staff must notify their supervising administrator of the application they plan to use as part of their lesson plan prior to their use in the classroom. The district may at any time direct that a teacher discontinue use of a given application. The district will provide training on the relevant student privacy laws to staff members who are selecting and deploying applications in the classroom.

Adopted on: _____

Revised on: _____

Reviewed on: _____

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the success of any business and for the protection of the interests of all parties involved. The document then outlines the various methods and procedures for recording transactions, including the use of journals, ledgers, and other accounting systems. It also discusses the importance of regular audits and the role of the auditor in ensuring the accuracy and integrity of the financial records.

Page 10

3051

Opioid Overdose Prevention and Response

The district will maintain an opioid antagonist in its schools, specifically naloxone, otherwise known by its brand name Narcan. Pursuant to Nebraska law and the Naloxone Standing Order issued by the Nebraska DHHS, Division of Public Health, the board will permit school nurses, trained school staff, or other individuals qualified by law to administer naloxone to any person at school or a school event displaying symptoms of an opioid overdose.

This policy shall not create a duty on the part of the school district and/or its personnel to administer naloxone. School representatives will not administer naloxone under the following circumstances:

- a. Naloxone is not available during the overdose emergency;
- b. There is no individual available who is qualified to administer naloxone; or
- c. School representatives are uncertain as to whether an opioid overdose is occurring.

Nothing in this policy is intended to regulate, restrict or otherwise deter a law enforcement officer, emergency medical technician, volunteer fire fighter, licensed medical professional or other authorized individual from administering his/her own supply of naloxone when responding in good faith to a suspected drug overdose occurring on school district property or at a school-sponsored event.

Procurement and Storage. The superintendent, in consultation with the school's nursing staff, will make the necessary arrangements to obtain naloxone. The naloxone will be stored unlocked in the nurses' office(s). The superintendent, in consultation with the school's nursing staff, will reorder naloxone.

Naloxone that is nearing its expiration date will be replaced. The school nurse shall maintain a log of naloxone supplies consistent with the district's practices for logging other medications.

Training. Licensed health care professionals and school resource officers employed on the high school and middle school levels shall all complete an approved naloxone training prior to carrying and/or administering naloxone. Other school staff members may be trained as determined by the administration. Once trained, staff members shall

review the DHHS standing order and applicable naloxone administration protocols as needed.

Recordkeeping and Reporting. Any individual who administers naloxone on behalf of the school district will promptly notify the building principal and superintendent of the facts and circumstances surrounding the drug overdose incident. The administration of naloxone to any student will be documented in his/her cumulative health record. The administration of naloxone to any staff member will be documented in his/her personnel file.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3052
Leasing Personal Property

I. Leases of Personal Property by the District

A. Applicability of this policy.

Leases of personal property using any federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Purchasing and Procurement with Federal Funds, which is found elsewhere in this section.

This policy applies to all other leases of personal property made by the school district other than construction, remodeling, repair and site improvements.

B. General Leasing Policy

1. The school district's budget shall be the guide for all leases of personal property. Any leases of personal property must be approved by the board or superintendent.
2. The board intends to lease competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.
3. The leasing of equipment and other goods shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the leasing program of the school district.
4. Leases of personal property or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.
5. No board member, employee, volunteer, parent-teacher organization, or other individual or entity may use a school district account, its tax identification number, or its tax exemption to make personal leases of any kind or for any reason.

C. Leasing Procedures

1. School personnel must secure the approval of the board or superintendent before entering into a lease for personal property.
2. For lease of more than **\$5,000**, the district will secure written quotes and/or estimates from a reasonable number of vendors. The district will lease from a responsible vendor with the lowest price unless the board approves the lease from the more expensive vendor.

D. Relations with Vendors

1. The board wishes to maintain good working relations with vendors who lease equipment, goods, and other personal property to the school system. The school shall not extend favoritism to any vendors. Each lease shall be entered into on the basis of quality, price and delivery, with past experiences being a factor if all other considerations are equal.
2. No lease shall be made that violates any conflict of interest policy or law.
3. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the lease will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

II. Lease of District-Owned Personal Property to Others

A. Personal Property Valued at No More Than **\$5,000**

If the Superintendent determines that any personal property that is owned by the school district and has a fair market value of no more than **\$ 5,000** is not needed for school district use, the Superintendent may enter into a lease agreement for a period no longer than the period of time during which such property is not needed for school purposes and in no event longer than **30** days. The Superintendent is authorized to determine the terms and conditions of the lease of this district-owned personal property,

provided however that Superintendent will avoid leasing such personal property at a rate that is significantly lower than the fair market value for comparable rentals of similar personal property. At Superintendent's discretion, Superintendent may require lessors of this district-owned personal property to furnish property and liability insurance covering lessors use of such property.

B. Personal Property Valued in Excess of \$ 5,000

If the board of education determines that any personal property that is owned by the school district and has a fair market value of at least \$ 5,000 is not needed for school district use, the board may lease such property, or portion thereof, upon such terms and conditions as it determines.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3053 Nondiscrimination

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Uniformed Services Employment and Reemployment Rights Act (USERRA) - provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district’s complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district’s Title IX and/or Section 504/ADA Coordinator.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3054
Law Enforcement Unit

The board is committed to providing a safe environment conducive to learning for members of the school community. In furtherance of this commitment, the board designates [insert designated individual(s) or department/offices here] to act as the district's Law Enforcement Unit.

Authority of the Law Enforcement Unit. The law enforcement unit is officially authorized to:

- Enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any local, State, or Federal law against; *and*
- Maintain the physical security and safety of the district

In maintaining the physical security and safety of the district, the law enforcement unit may employ surveillance or other safety or security equipment in compliance with state and federal law. The law enforcement unit is responsible for the maintenance and security of any such equipment.

Records of the Law Enforcement Unit. All records created and maintained by the law enforcement unit for a law enforcement purpose are considered law enforcement unit records. This would include any records produced by surveillance or other safety or security equipment employed by the law enforcement unit to maintain the physical security and safety of the district.

Law enforcement unit records must be maintained by the law enforcement unit until the unit determines the records may be destroyed. The law enforcement unit is responsible for maintaining law enforcement unit records separate and apart from the student records maintained by the district pursuant to the board's policy regarding student records.

Law enforcement unit records may only be disclosed with the authorization of the Superintendent or his/her designee. Only copies of law enforcement unit records may be disclosed, and the original must be retained by the law enforcement unit and will continue to be considered a law enforcement unit record.

Adopted on: _____

Revised on: _____

Reviewed on: _____

The first part of the paper discusses the general theory of the firm, focusing on the role of capital structure and the trade-off between debt and equity financing. It examines how the choice of financing affects the firm's risk and the value of its assets.

The second part of the paper analyzes the impact of taxes on the firm's capital structure decision. It shows how the tax shield provided by interest payments on debt increases the firm's value and influences its choice of financing.

The third part of the paper discusses the agency costs of debt, such as asset substitution and debt overhang, and how these costs can reduce the firm's value. It also examines the role of debt covenants in mitigating these costs.

The fourth part of the paper discusses the role of debt in the firm's investment decisions. It shows how debt can affect the firm's investment opportunities and its growth strategy.

The fifth part of the paper discusses the role of debt in the firm's risk management strategy. It shows how debt can be used to hedge the firm's risk and reduce its cost of capital.

The sixth part of the paper discusses the role of debt in the firm's financial distress. It shows how debt can lead to financial distress and how the firm can manage its debt to avoid this outcome.

References
Bjork, J. A. (1994). *Fixed Income Economics: A Survey of Real and Financial Issues*. Cambridge University Press.
Myer, F. C. Z. (1993). *Real Estate Finance and Investment*. McGraw-Hill.

4048

Assessment Administration and Security

The purpose of all testing and assessments is to measure students' knowledge, skills or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

1. Assessment Responsibilities

- a. Each building principal, in consultation with the Superintendent and classroom teachers, will be responsible for:
 - overseeing the scheduling of state administered assessments, training all staff who administer assessments, and ensuring that all assessments, including make-up testing, is completed within required testing windows;
 - obtaining Standards, Assessment and Accountability Updates from the Department of Education and circulating the relevant portions of those updates to other staff members;
 - informing the board of education of changes to the Nebraska [State—Accountability Student-Centered Assessment System](#) Security Procedures; and
 - signing and enforcing the [Nebraska State Accountability Test Nebraska Student-Centered Assessment System](#) Security Agreement.
- b. Every classroom teacher or other staff member who administers assessments is responsible for:
 - complying with the Nebraska [State Accountability Student-Centered Assessment System](#) Security Procedures;

- taking all reasonable and prudent steps to ensure the accuracy and integrity of all academic testing, including statewide assessments; and
- ensuring the security of all test materials.

2. Security Violations and Cheating

a. Classroom assessments

Staff members who suspect students of having cheated on a classroom assessment should conduct a reasonable inquiry and impose consequences on the student consistent with classroom rules and the student handbook.

b. State Accountability Tests

Staff members who suspect a breach of security on State Accountability Tests, must promptly report their suspicions to the building principal or superintendent. The superintendent must notify the Department of Education's Statewide Assessment Office and follow the Department's protocol for Reporting and Investigating Test Security Violations.

Staff members who engage in or enable students to engage in academic dishonesty in any testing or assessment will be subject to discipline up to and including the immediate cancellation of their employment contract.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4052

Job References to Prospective Employers

All requests for employment-related references or employment history by prospective employers of current or former employees must be referred to a member of the administrative team. The administrator will either provide a reference in compliance with this policy or will forward the request to the superintendent.

If the school district is subject to a written separation agreement regarding a particular employee, the terms of that agreement will govern the district's response to requests for information, regardless of any written consent provided to the school district.

If the school district is not bound by a separation agreement and receives a legally enforceable written consent to release information, the district may provide the information authorized by that document. The school district may provide additional truthful information to prospective employers of current and former employees [in accordance with this policy](#).

Employees Suspected of Sexual Misconduct Against a Minor or Student

[Apart from the routine transmission of administrative and personnel files or unless otherwise permitted by law, the district and any employee, contractor, or agent of the school district is prohibited from providing any employee any assistance in obtaining a new job if the school district or the individual acting for the school district has probable cause to believe said employee has engaged in sexual misconduct with a student or minor in violation of the law.](#)

Adopted on: _____

Revised on: _____

Reviewed on: _____

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF POLITICAL SCIENCE

MEMORANDUM FOR THE RECORD
SUBJECT: [Illegible]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

5002 Admission of Students

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as foreign exchange students pursuant to policy;
- legal residents of a district that has contracted with this district for their educational services;
- statutorily entitled to attend the schools of the district on a part-time basis pursuant to policy; or
- out-of-state students who have been enrolled pursuant to policy.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Prior to enrolling any student who is a ward of the state of Nebraska or a ward of any court, the district will ask to review a completed copy of the "Education Court Report Form" promulgated by the Nebraska Supreme Court's Commission on Children and Families in the Courts – Education Sub-Committee. If there is no such completed form, district staff will offer assistance to the appropriate responsible individual in securing the information necessary to complete the form as part of the district's enrollment process.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5016 Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. **[**Insert only if you have adopted the policy designating a Law Enforcement Unit**]** "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

[OPTION 1] For purposes of the district's compliance with state and federal law, the district "maintains" only those student records which are reduced to paper or physical format and placed within a student's file in the district's central offices or in the file pertaining to the student's special education or Section 504 services. Records which can be printed in paper form must be printed in order to be "maintained." Other records such as video recordings, which constitute student records, must be reduced to a physical medium in order to be "maintained." For example, a video must be put on a compact disk or other compatible hardware and placed within the student's file to be "maintained."

[OPTION 2 Policy Committee Recommends] For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is Power School [INSERT YOUR SYSTEM, E.G. POWERSCHOOL, INFINITE CAMPUS, ETC.]

[OPTION 3] For purposes of the district's compliance with state and federal law, the district "maintains" as "student records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their

storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School ~~administrators~~officials" include attorneys, ~~;~~ members of law enforcement acting on behalf of the school district; representatives of insurance providers that provide coverage to the school district; as well as and third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. ~~No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person.~~ All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: _____

Revised on: _____

Reviewed on: _____



5017 Routine Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses, and telephone ~~listings~~ numbers of high school students unless a student's parents have notified the district in writing that they do not want this information disclosed without their prior written consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, The-the district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given ~~to an~~ opportunity to prevent the release of this directory information by filing a written objection with the district.

When a student reaches 18 years of age, the permission or consent required of and the rights accorded to the parents or guardians of such student under this policy shall only be required of and accorded to such student. Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, each school district shall notify each student who is at least 18 years of age or who will reach 18 years of age during such school year of (1) the option to make a written request to the school district that routine directory information for such student not be released in response to a request made by a military recruiter without such student's written consent and (2) that any such request made previously by a parent or guardian for such student expires upon the student reaching 18 years of age.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5022
**Investigations, Arrests, and Other Student Contact by Law
Enforcement and Health and Human Services**

[NOTE TO BE DELETED BEFORE ADOPTION: This policy describes the manner that the school will handle investigations and arrests by law enforcement officers. This is one you will need to review in detail with your board. We have attempted to capture what we believe to be the most common practice in Nebraska schools. However, there are several legal options for dealing with your interaction with law enforcement. Because they are so varied, we recommend reviewing this policy, then discussing it with a KSB Attorney how it squares with your practices. If the policy doesn't reflect your practices, we can work with you to modify the policy to fit the legal requirements and your district's practices.]

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

"Law enforcement officer" means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

"Parent" means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student's education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All

reasonable attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

School Related Criminal Activity

This section applies to alleged or suspected criminal activity that occurs on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning solely to further school purposes or avoid duplication of the investigative process. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.^[A1]

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of his or her rights against self-incrimination.

~~If at any time the district's representative believes that the questioning is being conducted in an inappropriate manner and clearly contrary to the rights of the student, then the representative shall request that the law enforcement activities cease. The building principal will also make another attempt to contact the student's parent.~~

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contacts with law enforcement officer.

Non-School Related Criminal Activity

[OPTION 1] Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

[OPTION 2 Policy Team Recommends] Law enforcement officials may not question students at school.

Taking a Student into Custody

Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse.

Child Abuse and Neglect

When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a

proper identification from the authorities or officials. If a student interview is conducted on school grounds, the building principal or designee and such other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.

Student Records

Student records will be shared with law enforcement officers only as allowed by state and federal law.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5022
**Investigations, Arrests, and Other Student Contact by Law
Enforcement and Health and Human Services**

[NOTE TO BE DELETED BEFORE ADOPTION: This policy describes the manner that the school will handle investigations and arrests by law enforcement officers. This is one you will need to review in detail with your board. We have attempted to capture what we believe to be the most common practice in Nebraska schools. However, there are several legal options for dealing with your interaction with law enforcement. Because they are so varied, we recommend reviewing this policy, then discussing it with a KSB Attorney how it squares with your practices. If the policy doesn't reflect your practices, we can work with you to modify the policy to fit the legal requirements and your district's practices.]

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

"Law enforcement officer" means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

"Parent" means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student's education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All

reasonable attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

School Related Criminal Activity

This section applies to alleged or suspected criminal activity that occurs on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning solely to further school purposes or avoid duplication of the investigative process. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.^[A1]

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of his or her rights against self-incrimination.

~~If at any time the district's representative believes that the questioning is being conducted in an inappropriate manner and clearly contrary to the rights of the student, then the representative shall request that the law enforcement activities cease. The building principal will also make another attempt to contact the student's parent.~~

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contacts with law enforcement officer.

Non-School Related Criminal Activity

[OPTION 1] Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

~~**[OPTION 2 Policy Committee Rec]**~~ Law enforcement officials may not question students at school.

Taking a Student into Custody

Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse.

Child Abuse and Neglect

When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a

proper identification from the authorities or officials. If a student interview is conducted on school grounds, the building principal or designee and such other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.

Student Records

Student records will be shared with law enforcement officers only as allowed by state and federal law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5035 Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended ~~will/will not~~ be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: work will be completed within two days of return unless arrangements are made by the principal.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended

action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath*

or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product ~~—or imitation,—such as or~~ electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the

actual substance possessed is a controlled substance by Nebraska law;

- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/newbies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; ~~and~~
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- j-l. Using any object to simulate possession of a weapon; and
- k-m. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

- f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of ~~state law~~ the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of ~~state law~~ the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of ~~state law~~ the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: _____

Revised on: _____

Reviewed on: _____

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

PHYS 435

LECTURE 1

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5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. **Guidelines for Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.
2. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. **Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. **Materials Required for Course Projects.** The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. **Extracurricular Activities.** The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- | | | |
|--|------|---|
| <ul style="list-style-type: none"> ▪ Student activity card | \$30 | |
| | | <i>Covers admission to all home extracurricular events</i> |
| <ul style="list-style-type: none"> ▪ Student participation fee | \$0 | |
| <ul style="list-style-type: none"> ▪ Future Business Leaders of America | \$20 | |
| <ul style="list-style-type: none"> ▪ National Honor Society | \$20 | |
| <ul style="list-style-type: none"> ▪ Football | | students must provide their own football shoes, undergarments, and mouth guards |

- Golf students must provide their own golf shoes, undergarments, and clubs
- Track, Volleyball, Wrestling and Basketball students must provide their own shoes and undergarments
- FCCLA \$20 dues, cost of attendance at state & national conventions are student's responsibility.
- FFA student must purchase their own FFA jackets, **official dress** and pay dues of \$40.

6. **Post-Secondary Education Costs.** Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit only or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. **Transportation Costs.** The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$10.

8. **Copies of Student Files or Records.** The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$.10 per page for reproduction of student records.

9. **Participation in Before-and-After-School or Pre-Kindergarten Services.** The district may charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$300/month.

10. **Participation in Summer School or Night School.** The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$200.

11. **Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- **Breakfast Program – Grades PreK-12**
 - Regular Price \$1.30
 - Reduced Price \$0.30
 - Milk Price \$0.30

- **Lunch Program – Grades PreK-6**
 - Regular Price \$2.25
 - Reduced Price \$0.40
 - Milk Price \$0.30

- **Lunch Program – Grades 7-12**
 - Regular Price \$2.70
 - Reduced Price \$0.40
 - Milk Price \$0.30

12. **Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular

activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$100.

13. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$0-\$100.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not

requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

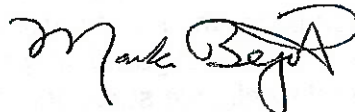
Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

CERTIFICATION

On the 15th day of July, 2019~~8~~, the Board of Education of Wakefield Public Schools held a public hearing on a proposed student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2019~~8~~-2020~~19~~ school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Open Meetings Act.



Mark Bejot
Superintendent of Schools

Adopted on: 6/14/2010
Revised on: 7/105/20189
Reviewed on: 7/105/20189

5063 Audio and Video Recording

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district's then-current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.

Classroom Recordings by Staff. Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

Prohibited Recordings by Students. Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies.

For example, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron-are permitted, but students are still subject to the district's appropriate use and student discipline policiessubject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

Permitted Classroom Recordings by Students. Students may make audio or video recordings of classroom lectures or discussions:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher’s permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher’s permission;
- (3) If recording is necessary to accommodate the student’s disability and is required by the student’s Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student’s disability.

Permitted Non-classroom Recordings. Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: _____
Title: _____
Address: _____
Telephone: _____
E-mail: _____

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy – Nondiscrimination.



Wakefield Public Schools
Facility Use Application

Applicant Name ("Applicant"): _____
Organization Name ("Organization"), if applicable: _____
Applicant's Position within Organization: _____
Address: _____
Phone Number: _____ Email: _____
Description of Requested Use: _____

Is your organization a registered 501(c)(3) or other nonprofit? Yes No
Date of Requested Use: _____ Time of Requested Use: _____ to _____
Facility/Room Request, if preferred: _____
Expected Number of Attendees: _____

Check any of the following needs which apply to your request. Note that the district may deem additional services necessary and may require the Applicant/Organization to pay for such services as a condition of use:

- Custodial (set up, tear down, sanitation)
- Kitchen/Kitchen Staff (cooking, food service, clean up)
- Technology Assistance (sound, lighting, presentation)

Liability Insurance, check applicable:

- I/we have coverage of ~~\$1 million per occurrence and \$5 million per occurrence.~~ aggregate
- I/we have other coverage: _____
- I/we have no insurance coverage

Terms and Conditions of Use:

1. All users must comply with the school board's facility use and other policies, rules, and regulations. A copy of the board's facility use policy is available upon request.
2. The facilities are closed from 10 PM to 7 AM and may not be used during those hours.
3. The user(s) named above and the individual(s) signing on behalf of the User agree to defend, indemnify, and hold harmless the school district, its employees and agents for any expense, cost, loss, damage, claim, judgment or claims bill incurred or rendered against same, including attorneys' fees and investigation expenses (pre-suit, suit, trial, appeal, and post appeal proceedings) on account of any intentional or negligent acts or omissions of the user or its employees, agents or servants, or any intentional or negligent acts or omissions of the district or its employees, agents or servants arising out of the use of any facility under this agreement.
4. All non-governmental users may be required to provide a certificate of insurance and/or name the district as an additional insured, on a primary and non-contributory basis, and provide documentation evidencing general liability coverage under an occurrence basis policy, with minimum limits of ~~\$1,000,000.00 per occurrence and \$5,000,000.00 per occurrence aggregate~~,

combined single limit covering bodily injury, property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractual liability. These coverage limits may be achieved through a combination of underlying policies and umbrella/excess policies, if preferred. There shall be no exclusions for contracted liability. All governmental users shall provide evidence of insurance or self-insurance to the limits set forth in NEB. REV. STAT. § 13-926.

5. All users are subject to the fee schedule established by the school board, and all Applicants by signing below verify that they have authority to sign this application on behalf of the listed Organization, and all individuals and agents of organizations certify that they have financial means and authorization to pay for the required fees and deposits, if any.

Applicant's Signature: _____

Date: _____

For District Use Only

Application

- Denied
- Approved, subject to the following

Insurance

- User has provided sufficient proof of insurance.
- User must obtain proof of insurance and list district as additional insured.
- Insurance requirements are waived.

Additional Services Requested/Required

- Custodial: \$ _____
- Kitchen: \$ _____
- Technology: \$ _____
- None

Total Fee Required to Grant Use: \$ _____

[SCHOOL DISTRICT] Wakefield Community School

School-Parent-Student Compact

20—19-20—20

The [School District] Wakefield Community Schools ("District") and the parents of students participating in activities, services, and programs funded by Title I agree that this Compact outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children meet or exceed the District's standards.

School Responsibilities:

We, as the faculty and staff of the District, will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.~~Provide excellent curriculum and instruction through highly-qualified teachers.~~
- Consider the promises made in the Compact at parent-teacher conferences.
- Provide parents with progress reports as requested and pursuant to district policy.
- Communicate and work with families to support students' learning.

Building Principal Signature

Parent Responsibilities:

I, as a parent, will support my child's learning in the following ways:

- Value and support my child's attendance at school.
- Ensure that homework is completed.
- Promote positive use of my child's extracurricular time.
- Participate in parent groups that support the district's students.
- Endeavor to stay informed about my student's progress and request updates as needed.

Parent Signature

Student Responsibilities:

I, as a student, will share the responsibility to improve my academic achievement in the following ways:

- Cooperate with my teachers in school and be responsible for my behavior.
- Complete all of my homework assignments on time.
- Participate to the best of my ability in all of my classes.
- Participate in extracurricular activities which will help me become a better student and stay active in my school and community.
- Let my teachers and family know when I need help.

Student Signature

THE HISTORY OF THE CITY OF BOSTON

FROM THE FIRST SETTLEMENT IN 1630 TO THE PRESENT
BY
JOHN H. COOPER, JR.
OF THE BOSTON PUBLIC LIBRARY

VOLUME I
FROM 1630 TO 1780
BOSTON
PUBLISHED BY THE BOSTON PUBLIC LIBRARY
1888

THE BOSTON PUBLIC LIBRARY
7 STATE STREET
BOSTON, MASS.
1888

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7 STATE STREET
BOSTON, MASS.
1888

6024

Promotion and Retention of Students between Grade Levels

The district is dedicated to the total and continuous development of each pupil enrolled, and students are enrolled at the grade level suited to them academically, socially and emotionally. Students will generally be moved forward from grade to grade in a continuous pattern of achievement and growth that corresponds with his/her own development and the academic standards established for each grade and core subject. The school district follows research-supported guidelines in considering and/or recommending student retention.

When grade retention or acceleration is being considered, the school will refer the student to the Student Assistance Team (SAT). The SAT shall evaluate and recommend a grade placement for the student based on the relevant data. The SAT shall consider:

- Mastery of grade level curriculum
- Overall classroom performance and participation
- Performance on standardized test data, as appropriate
- Previous interventions, including retentions
- Age and level of social and emotional maturity
- Regular school attendance
- Expressed preference of parents/guardians

None of the above factors shall be individually determinative. The building principal will make all final decisions about the grade level placement of students.

Retention of students for athletic purposes is prohibited.

Promotion and Retention of Students With Disabilities

For students receiving special education or related services, the Individualized Education Plan Team shall determine grade level placement and promotion. Nothing in this policy shall infringe on any right provided to students with Individualized Education Programs pursuant to the federal Individuals with Disabilities Education Act, Section 504 of the federal Rehabilitation Act of 1972, or the Federal Americans with Disabilities Act.

Adopted on: July 15, 2019

Revised on: _____

Reviewed on: _____

KAREN A. HAASE
STEVE WILLIAMS
BOBBY TRUHE



COADY H. PRUETT
SHARI RUSSELL, Paralegal

MEMORANDUM

To: KSB Policy Service Subscribers
FROM: KSB School Law
DATE: June 3, 2019
RE: Annual Policy Updates

Attached are the 2019 KSB School Law policy updates. We have also included changes to our standard forms and updates on some other laws which do not require changes to policies but do present new obligations or things to keep in mind as you enter the 2019-20 year. We have broken these down in 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

To assist subscribers in implementing these policy changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Tuesday, June 4, 2019 at 9:00 a.m. Central Time.** In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies and other considerations. We have included the link to the ZOOM conference in the cover e-mail that transmitted these updates. We will also record the webinar and will post it on the KSB School Law website in the Policy Updates section.

Please feel free to contact us if you have any additional questions or if you would like to have a policy customized or "tweaked" to meet your individual circumstances.

Policy Changes

REVISION OF POLICY 2002: Organization of the Board

LB 399 changes the name of the Committee on Americanism to the **Committee on American Civics**. You must appoint this committee at the

beginning of each calendar year. Previously, you appointed the committee at the beginning of each school year.

The duties of this committee now include the following:

- Hold no fewer than two public meetings annually, at least one when public testimony is accepted;
- Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
- Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
- Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill pride and respect for the nation's institutions and not be merely a recital of events and dates;
- Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
- Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;
- Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
 - Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
 - Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
 - Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event

- commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event; and
- Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

Other requirements of LB 399 include the following:

- All social studies courses approved for grade levels as provided by this section shall include and adequately stress contributions of all ethnic groups to (a) the development and growth of America into a great nation, (b) art, music, education, medicine, literature, science, politics, and government, and (c) the military in all of this nation's wars.
- All grades of all public, private, denominational, and parochial schools, below the sixth grade, shall devote at least one hour per week to exercises or teaching periods for the following purpose:
 - The discussion of noteworthy events pertaining to American history or the exceptional acts of individuals and groups of Americans;
 - The historical background, memorization, and singing of patriotic songs such as the Star-Spangled Banner and America the Beautiful;
 - The development of respect for the American flag as a symbol of freedom and the sacrifices of those who secured that freedom; and
 - Instruction as to proper conduct in the presentation of the American flag.
- In at least two of the three grades from the fifth grade to the eighth grade in all public, private, denominational, and parochial schools, time shall be set aside for the teaching of American history from the social studies curriculum which shall be taught in such a manner that all students are given the opportunity to (a) become competent, responsible, patriotic, and civil citizens who possess a deep understanding of and respect for both the Constitution of the United States and the Constitution of Nebraska and (b) prepare to preserve, protect, and defend freedom and democracy in our nation and our world.
- In at least two courses in every high school, time shall be devoted to the teaching of civics and American history as outlined in the social studies standards adopted pursuant to section 79-760.01, during which courses specific attention shall be given to the following matters:
 - The Declaration of Independence, the United States Constitution, and the Constitution of Nebraska, and the structure and function of local government in this state;

- The benefits and advantages of representative government, the rights and responsibilities of citizenship in our government, and the dangers and fallacies of forms of government that restrict individual freedoms or possess antidemocratic ideals such as, but not limited to, Nazism and communism;
- The duties of citizenship, which include active participation in the improvement of a citizen's community, state, country, and world and the value and practice of civil discourse between opposing interests; and
- The application of knowledge in civics, history, economics, financial literacy, and geography to address societal issues.
- Appropriate patriotic exercises suitable to the occasion shall be held under the direction of the superintendent in every public, private, denominational, and parochial school on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day, or on the day or week preceding or following such holiday, if the school is in session.
- Every school board, the State Board of Education, and the superintendent of each school district in the state shall be held directly responsible in the order named for carrying out this section. Neglect thereof by any employee may be considered a cause for dismissal.

The State Board of Education has been directed to adopt rules and regulations to carry out these provisions and to ensure that all of these requirements are carried out by each school district.

This change is required.

★ Title 9

REVISION OF POLICY 2006: Complaints

We have added a section to this policy that makes it clear that parents of students with IEPs and Section 504 plans cannot use the complaint process to side-step the formal administrative exhaustion requirements found in those laws and the accompanying regulations. We have had several instances over the last year in which unhappy special education parents have tried to appeal to the board to override decisions made by the student's IEP team. That is simply not allowed by the Individuals with Disabilities Education Act. We also believe this edit will make it more difficult for special education parents to sue the school district for money damages by seeking to identify a conflict over a disabled students' education as a Section 504 issue rather than an IDEA issue.

This change is required.

Added section for 504 + IDEA students
 Drive these decision IEP

Ability to have counsel between meetings

**REVISION OF POLICY 2014: Relationship with School Attorney
NEW NAME: Relationship with District Legal Counsel**

We have revised this policy to swap out the term "school's attorney" for "district legal counsel." We think this will make it clearer that the school's law firm serves at the discretion of the board of education, and the board is free to use law firms and legal services whenever it deems advisable. We have also added a provision in the policy that allows the board president or superintendent to retain an attorney if there is a pressing situation between board meetings. For example, this will allow the superintendent to retain a hearing officer before a personnel hearing if there is not a board meeting before the date of the hearing.

This change is not required but is highly recommended.

NEW POLICY 2017: Indemnification and Liability Insurance

Nebraska statute section 79-516 has long provided broad authority for a board to purchase liability insurance and to indemnify board members, employees, and agents of the school in the event they become involved in a legal proceeding. This includes lawsuits, as well as administrative hearings, investigations, and others.

Most boards have purchased broad insurance coverage for defense costs and damages, but no insurance provider covers every single circumstance in which a board might want to indemnify board members or employees. This is why many administrator contracts have provisions providing indemnification if the administrator is involved in employment-related legal proceedings.

Some circumstances are trickier than the standard employment contract covers. For example, the board might want to provide indemnification for a principal facing a PPC complaint in some but not all situations. Similarly, there are a few obscure statutes under which a school board member could face criminal charges for the execution of his/her duties. These circumstances are not covered by insurance carriers but section 79-516 will allow the school board to provide a legal defense to the employees or board members in these circumstances.

This policy is designed to make it clear that the board may, but is not required, to provide a defense at the outset of these sorts of circumstances. This policy also allows the superintendent to procure legal services for other

employees in certain circumstances under their authority to secure legal services.

This policy is not required but is highly recommended.

REVISION OF POLICY 3003.1: Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds

Very few school districts in Nebraska use federal funds for construction projects. However, those districts that do use federal dollars for construction must follow all of the special provisions required by the federal government. We included all of these special requirements in Policy 3004.1, but we have had feedback from auditors and NDE compliance reviewers that it is better to have all of these unique requirements centralized in the construction policy as well.

We have also modified this policy to make it clear that, although the federal limit for solicitation of sealed bids is \$250,000, Nebraska state law requires formal bidding for all construction projects with an anticipated aggregate cost of \$100,000 or more.

This change is required, even though it is likely to impact very few districts.

Includes School lunch

REVISION OF POLICY 3004.1: Fiscal Management for Purchasing and Procurement Using Federal Funds

This revision just fixes a typographical error that we discovered when we were transferring duplicate sections of Policy 3004.1 into Policy 3003.1.

This change is required.

Fixed an auto correct error

REVISION OF POLICY 3016: Smoking

Two bills passed this year criminalizing the use of "electronic nicotine delivery systems," defined as "any product or device containing nicotine, tobacco, or tobacco derivatives that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, to simulate smoking by delivering the nicotine, tobacco, or tobacco derivatives in vapor, fog, mist, gas, or aerosol form to a person inhaling from the product or device." LB 149 criminalizes the use of an electronic nicotine delivery system by any minor under the age

Add Vape products Need to pick an Option

of 19. LB 397 criminalizes the use of an electronic nicotine delivery system by any minor under the age of 18. We have added the term "electronic nicotine delivery system" to the policy and cleaned up and added some additional terms. There are three options under this policy, and the district must choose one.

This change is not required but is highly recommended.

REVISION OF POLICY 3028: Sex Offenders

3028 or 3029

This policy has been amended to note that the second paragraph is no longer required by the Nebraska Sex Offender Registration Act. Several years ago, prior to changes to the Act, schools would get information about certain offenders not available to the general public. The Act used to require schools to disclose that information to its stakeholders. Now that nearly all offender information is publicly available, school districts may, but are not required to, notify staff members, parents, and students of any registered sex offenders residing in the school district. If you wish to continue to provide such notice, no policy change is required. If you do not wish to continue to provide such notice, you may delete this paragraph.

This change is not required.

Need to decide if 2nd paragraph is going to notify parents. No longer required.

POLICY 3039: Threat Assessment and Response

Policy 3039 was revised for clarity, but no substantive changes were made to Options 1 and 2.

These changes are required.

This policy was also updated to add a third option for school boards who decide to adopt the policy naming a "Law Enforcement Unit" under FERPA, discussed below. This option to Policy 3039 provides that the law enforcement unit will be responsible for conducting threat assessment investigations, and will share the results of that investigation with the superintendent for further action. However, please note that this is not required even if you chose to adopt the policy designating a law enforcement unit.

*Law enforcement wants greater information
Needed if you want a law enforcement option*

This change is not required.

POLICY 3046: Animals at School

We received many questions over the past year about former Policies 3046: Service Animals; 5060: Animals; and 5061: Therapy Dogs. In an attempt to better address these issues and to avoid further confusion, we have decided to combine all of the animal policies into Policy 3046: Animals at School.

The first section of this policy addresses the instructional use of animals in school. The policy requires the written permission of the superintendent or the building principal before a teacher can have an animal like a class pet in the building. We would be happy to tailor this section of the policy to address any different procedure that you might use.

The second section of this policy addresses service animals and is identical to our 2017 Policy Update, when we changed Policy 5060: Animals into Policy 3046: Service Animals. Some policy subscribers did not delete Policy 5060 at that time, which has resulted in some confusion. **If you have Policy 5060: Animals in your service, please delete it!**

The third section of this policy addresses "therapy animals" and was in former Policy 5061: Therapy Dogs. That policy was originally limited to dogs and placed in the 5000 series when it was created in 2012 at the specific request of policy subscribers that wanted to allow teachers to bring their therapy dogs to school. As you are probably aware, the news has been full of stories regarding people taking or attempting to take their therapy animals to a wide variety of public locations. Nebraska schools have not been immune to this trend. Many of our client schools have received requests from staff members, students, and members of the public to be allowed to bring their "therapy animals" to school.

The Americans with Disabilities Act (ADA) requires schools to allow students who comply with federal regulations to bring dogs and miniature horses to school. However, those regulations explicitly state that animals that provide only "emotional support, well-being, comfort, or companionship" (i.e. "therapy dogs") are not service animals. Schools are not *required* to allow therapy animals at school under the service animal regulations. Are schools required to allow therapy animals into school as an accommodation under the ADA? Unfortunately, there is no guidance in the ADA or its regulations about allowing emotional support animals or therapy animals at school as an accommodation for a staff member, student, or patron. For this reason, we have given you ***two options***. One is to allow therapy animals brought by a school employee when (1) approved by an administrator and (2) it is for the benefit of students. Otherwise, therapy animals are prohibited except as otherwise required by law. The second option bans therapy animals in school except as otherwise required by law. Obviously, there are other

Does any teacher bring in Animals onto the school.

Page 8

Staff owned animals Knowing why the Animal is being requested
Do you let pets into school activities

options available. Please contact us if you would like to explore those other options.

This change is required. DELETE Policy 5060: Animals if you did not do so after the 2017 policy updates; DELETE Policy 5061: Therapy Dogs; and select either Option 1 or Option 2 under the third section of this policy.

*This is optional
- ~~Q~~ how Enforcement
No change in
giving Naloxone
if other one not
on 09/18/18*

REVISION OF POLICY 3050: Technology in the Classroom

Over the last year, we've received a number of calls regarding the use of smart speakers and other devices, such as AngelSense devices. In response, we updated this policy to provide additional clarity regarding the use of smart speaker devices and other forms of assistive technology that are becoming more widely used and requested. The updated language indicates that teachers may use smart speakers with the permission of building administration. Additionally, the updated language clarifies that assistive technology devices, such as AngelSense devices, that actively or passively create or transmit audio or video recordings must have that function disabled while being used in district classrooms, unless otherwise required by law.

Deal with Alexa in the classroom - Google / Alexa Companies have said not appropriate in school.

This change is not required. *Angel sense - obligated to have to do...
Training is available*

NEW POLICY 3051: Opioid Overdose Prevention and Response

In 2015 the Nebraska Unicameral authorized expanded access to naloxone, an opioid antagonist which is administered to individuals who are experiencing an opioid overdose. Naloxone, also known by its brand name Narcan, has been used by emergency responders for many years. Although the naloxone statute allows for dispensing naloxone without a prescription, the Department of Health and Human Services, Division of Public Health, has also issued a standing order to facilitate the availability of naloxone.

We have had several policy service subscribers ask us about the policy which they should have in place if they wish to stock and administer naloxone. This policy has been reviewed by both the Nebraska Department of Education and the Nebraska Department of Health and Human Services. The National Association of School Nurses has a naloxone administration protocol, which school nursing staff can review [here](#). There are also a number of programs which will provide schools with access to naloxone at little or no cost, which you can review [here](#).

Get Policy 3052
This policy is NOT required unless your district wants to stock and administer naloxone.

NEW POLICY 3052: Leasing Personal Property

This is a new policy. It provides the authority for authorized personnel to lease personal property (e.g., equipment, goods, etc.) from vendors for school district use. Each board of education will need to select the total lease amount above which written quotes/estimates will be required to be obtained from multiple vendors.

Any thing we use + borrowing equipment
This policy also provides the authority for the superintendent to lease out district-owned personal property that is not needed for school purposes. Boards will have to decide (1) the threshold (dollar amount) of the fair market value of the personal property under which the superintendent may lease out such property without board authorization, and (2) the maximum number of days that the superintendent can agree to lease out district-owned personal property.

This policy is not required but is highly recommended. If it does not reflect your current practice, you should speak with one of us to tailor it to meet your current practices.

Who is bearing the cost of loss -

MOVED POLICY 3053: Nondiscrimination

This policy has been 4001 in our series for some time. However, because it contains nondiscrimination provisions for laws that apply to students and staff, we have decided that it is more appropriate to have it in the 3000 series. Policy 4001 will now be "[Intentionally Left Blank]."

Be sure to check any internal references you may have made to this policy in other locations. Please note this is a nondiscrimination policy. You are also required to have nondiscrimination notices which you likely include in your handbooks, on your website, etc. We have updated our standard nondiscrimination notice below, as well, so now is a good time to review the policy and notices together.

This move is required.

POLICY 3054: Law Enforcement Unit

In the wake of increased threats to school districts' safety and security, we've had several subscribers interested in providing more information to law enforcement and other third parties outside the district. For example, several schools have asked whether they can provide law enforcement with live access to video surveillance cameras. Generally speaking, FERPA requires schools to obtain parental consent before disclosing education records, unless the disclosure fits within one of the narrow exceptions.

However, FERPA places no limits on the disclosure of records created and maintained by a district's designated "law enforcement unit." That means "law enforcement unit" records may be shared much more freely, because they do not constitute education records under FERPA.

Law enforcement units are defined as the school district staff or group which is charged with (1) maintaining the physical security and safety of the district to enforce any local, state, or federal law, or (2) authorized to refer criminal matters to appropriate authorities. These responsibilities mean that the school district's "law enforcement unit" may be responsible for the creation of records, such as video surveillance footage, that can be disclosed without regard to the restrictions of state and federal law.

Boards of education who want to share information like security footage with the police and others can use this policy to designate a school staff member or group as the district's "law enforcement unit." Before designating a law enforcement unit, however, boards should consider the complex legal and practical implications of designating a law enforcement unit. This includes understanding the scope and application of this "exemption" from FERPA, the use of law enforcement units and law enforcement unit records for disciplinary purposes, and the treatment of law enforcement unit records in different contexts and under different laws.

If you choose to adopt this policy, you should also update Policy 5016: Student Records, with the optional language addressing law enforcement unit records. As further discussed above, Policy 3039: Threat Assessment and Response was also updated with optional language available to schools that adopt this policy.

This policy is not required.

Allows Law enforcement Unit
Personnel, Threat Assessment. ~~Security~~
Identify - tougher to say no.

Is it okay to allow access for crisis purposes

DELETE POLICY 4001: Nondiscrimination

This policy has been moved to the 3000 series. It will now be Policy 3053. Your index for the 4000 series should indicate that Policy 4001 will now be "[Intentionally Left Blank]."

This move is required.

REVISION OF POLICY 4048: Assessment Administration and Security

We have updated the internal references from Nebraska State Accountability (NeSA) to the Nebraska Student-Centered Assessment System (NSCAS).

This change is required.

REVISION OF POLICY 4052: Job References to Prospective Employers

Need to review

Last summer the US Department of Education issued a Dear Colleague letter highlighting the requirements of Section 8546 of ESEA (20 U.S.C. § 7926). You can review the letter [here](#). ESEA states that all schools must have a policy prohibiting school employees from providing assistance in obtaining a new job to an employee, contractor, or agent if the school knows or has probable cause to believe that he/she has engaged in sexual misconduct with a student or minor in violation of the law. The prohibition does not apply to routine procedures regarding the transmission of administrative or personnel files, but prohibits the district or its agents from doing anything more than that to help the employee obtain new employment. This policy has been updated with a general prohibition as required by law.

ESEA applies to any person in the district

This change is required.

REVISION OF POLICY 5002: Admission of Students

The Nebraska Supreme Court's Commission on Children and Families in the Courts is working to improve the educational outcomes for court-involved students. One of the major impediments to these students' educational success is a lack of educational stability. The Commission's Education Sub-committee has developed a form called the "Education Court Report" which is designed to force probation officers and DHHS caseworkers to seek information about a student's educational situation before the agency changes the student's educational placement. If you have never seen the

Data is overwhelmingly 7x more, not helping kids graduate

form, here is a copy for you to review. Unfortunately, too few probation officers and caseworkers are completing this form. The new wording in Policy 5002 states that schools will ask to review the Education Court Report before enrolling a court-involved student. Note that we cannot refuse to enroll a student without the Education Court Report. We are hopeful that if schools consistently ask to review the Report, however, that this will prod the agencies to more consistently complete the form.

Going to ask Ed Court Report, may I see it, Doesn't say we can prevent the std
This change is not required but is highly recommended. From enrolling

ACT Surveys -
ACT Release Info,

REVISIONS OF POLICY 5016: Student Records

Under the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) there must be "data protections" set up around the personally identifiable student information in education records. The US Department of Education identifies elements which must be present in contracts between local education agencies and the testing companies. The good news is that in Nebraska the state department of education has signed a single statewide contract with ACT, Inc. The revision to Policy 5016 makes it clear that any information disclosed to ACT, Inc. by the school is pursuant to the portion of FERPA which allows schools to disclose information to their state departments of education. It also makes it clear that any redisclosure of information about student test scores by ACT, Inc. is governed by the NDE contract and not within the control of the local school district.

This change is required.

Under the section designating "school officials," we have added in the school district's insurance carriers. When schools report incidents which may trigger coverage, we often get the question of whether FERPA-protected information can be disclosed. This allows schools to disclose information and records to insurance representatives required to exercise the district's rights under the policy. It also eliminates a sentence which is more restrictive than required under federal law.

This change is required.

This policy was further updated to include optional language regarding the records of law enforcement units. This language should only be included if you also adopt the policy designating a law enforcement unit, discussed above.

This change is optional, and should only be made if you also adopt a policy designating a law enforcement unit.

REVISION OF POLICY 5017: Routine Directory Information

LB 575 adds a provision to state law to provide equal access to high schools for military recruiters that is enjoyed by all other post-secondary recruiters who visit high schools and speak with students about opportunities after graduation. This is the same concept put into law by the federal government under the 2001 No Child Left Behind Act, but the wording of the state law is slightly different than the federal law which necessitates an amendment to this policy.

This change is required.

REVISION OF POLICY 5022 OPTION A: Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services

We modified the section in only this option of the policy relating to administrators being present in student interviews by law enforcement. We also deleted the requirement for administrators to intervene in the interviews with law enforcement.

This change is not required but is highly recommended.

REVISION OF POLICY 5035: Student Discipline

We revised two of the "school rules" in this policy. First, we added provisions prohibiting the possession, handling, or transmission of a look-a-like weapon and simulating the possession of a weapon. Second, we updated the wording related to vaping to include "an electronic nicotine delivery system" (discussed above in Policy 3016). We also changed a reference to "state law" to "the Nebraska Criminal Code" to track the wording found in section 79-293 regarding the requirement to report certain violations to law enforcement.

The gov unit - possession is unlawful

*Change
Handbook*

This change is required.

Need to ask Co. Atty about changes in discipline

Can't say the fees up front

REVISION OF POLICY 5045: Student Fees

We revised this policy to add a section addressing fees associated with technological devices, which are becoming increasingly prevalent as more schools utilize 1:1 device programs. While such fees are lawful in limited circumstances, it is important that the policy and the district's practice make clear that fees will not be charged for the use of these devices when they are necessary to access the basic curriculum.

Additionally, we revised the formatting of the policy, because the previous tables used to list fees sometimes made it difficult to customize the policy.

This change is not required.

*You can't charge a fee if the unit is a requirement of the fee.
It is voluntary to charge insurance.
Can have a damage deposit*

REVISION OF POLICY 5063: Audio and Video Recording

We've had a number of districts ask for guidance in dealing with student use of devices that actively or passively create or transmit audio or video recordings. This policy was updated to provide additional clarity with respect to this issue. As devices like Amazon Echo, Google Home, Apple HomePod, and AngelSense trackers are becoming more popular in use, more students are bringing these devices to school, sometimes unbeknownst to the district. In some situations, parents may be under the impression that their student is entitled to bring such a device to school. The updated language makes clear that students are generally prohibited from using such devices unless otherwise permitted by district policy or administration.

Kids don't have right to bring to school. Smart Speaker Track

This change is not required.

Forms Changes

REVISION of Notice of Nondiscrimination

Regulations implementing various antidiscrimination laws require recipients of federal funds to issue notices of nondiscrimination notifying students, parents, and others that the recipients do not discriminate on the basis of race, color, national origin, sex, disability, and age, and, if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups. Over the years, the U.S. Department of Education Office of Civil Rights (OCR) has approved various versions of the Notice of

Put on Policy - School lunch is different

Nondiscrimination used by our school district clients. Those different versions found their way into our stand-alone notices, handbook provisions, policy provision, etc. In order to ensure uniformity, we have revised our Notice of Nondiscrimination to essentially follow the sample notice provided by OCR across our policies and handbooks.

This revision is required.

REVISION OF 3000 FORM: General Facility Use Application

The liability insurance coverage limits appearing in this form have been updated to reflect the school district requiring applicants seeking to use district facilities to furnish liability coverage with limits of \$5,000,000 per occurrence. This level of coverage is consistent with the limit on the school district's tort liability under the Nebraska Political Subdivision Tort Claims Act. Applicants can meet this requirement through a combination of underlying liability policies and umbrella/excess policies. Applicants are also required to name the school district as an additional insured to such policies on a primary and non-contributory basis.

This change is required. Failure to adopt this update may leave a gap between the insurance coverage furnished by a facility user for the benefit of the district and the liability limitation under the Nebraska Political Subdivision Tort Claims Act.

Veterans Preference Not Hiring Letter (4000 Series)

Under Nebraska's Veterans Preference laws (48-225 to 48-231), any preference-eligible applicant must be informed if they will not be hired and provided with their appeal rights. Here is the exact provision of the law:

Within thirty days after filling a position, veterans who have applied and are not hired shall be notified by regular mail, electronic mail, telephone call, or personal service that they have not been hired. Such notice also shall advise the veteran of any administrative appeal available.

If you have a preference-eligible veteran apply and submit the required forms and documentation, this letter can be used to provide the required notices. You can also provide notice via phone call or e-mail, but we prefer using a letter to document the notice when possible.

The law does not require a school district to have an appeal procedure. Our form policy service does not include an appeal right. If you permit an appeal, you should include that process in this letter.

This form is not required but can be used to satisfy your obligations under the Veterans Preference law in Nebraska.

SPECIAL EDUCATION PROCEDURES (6000 Series Form)

KSB updated our procedures in February in response to new requirements conveyed to school districts during the special education audits conducted by NDE. The revised procedures address all of the areas required by Rule 51, IDEA, and its implementing regulations.

Need to approve these documents

The adoption of these procedures is required.

Other Issues to Consider

COMMENT ON POLICY 5015: Protection of Pupil Rights and Related Handbook Requirement

Nebraska is 1 of 29 states which require administration of a college entrance exam to meet the requirement to administer an assessment in reading/language arts and mathematics at least once in grades 9-12 the Elementary and Secondary Education Act (ESEA). However, last spring, the department within the U.S. Department of Education in charge of protecting student privacy issued a document which requires schools to take certain steps related to administration of these exams. You can review a copy of that document [here](#).

One of the issues that the US Department of Education is concerned about is the voluntary pre-test surveys that the testing companies include in their exams. These surveys ask questions about all kinds of topics: academic interests, participation in extracurricular activities and religious affiliation. That information is then sold by the testing companies to colleges, universities, scholarship services and other organizations for the purposes of college recruitment and scholarship solicitation.

The US Department of Education's new guidance emphasizes that these surveys implicate the Protection of Pupil Rights Amendment (PPRA). Under PPRA, parents have a right to be consulted regarding the development of

district policies related to surveys covering restricted topics; they must also be notified annually about the policies and "informed "whenever a survey includes questions on a restricted topic or when student information will be for the purposes of marketing or selling.

Most educators have assumed that since the survey questions at the beginning of the ACT are voluntary, a student can choose whether to complete them or not. But note that, unless the student is 18, it is not the *student* who gets to decide whether the survey will be completed, it is the parent. PPRA requires schools to notify *parents* and give *parents* the opportunity to opt their student out of participation in the pre-surveys (unless the student is emancipated or is 18 or older).

The PPRA also requires schools to make pre-test survey questions available for review by parents and students and to provide parents (and emancipated students or those 18 or older) with notice of the date the survey will be administered.

As written, Policy 5015 is general enough that it will not have to be revised. However, your student handbooks will need to be updated to address this issue. The updated KSB student handbooks will be distributed to full service subscribers soon. If you do not use KSB's form handbooks, you will need to provide this updated notice to parents.

No change to 5015 is required, but your handbooks will need to be updated.

**COMMENT ON POLICY 5057: District Title I Parent
and Family Engagement and School-Parent-Student Compact
Example Title I**

Each year, our service subscribers get visits from the ESSA Federal Programs monitoring staff from NDE. As many of you will recall, we've worked with NDE proactively on policies like Homeless Students and Title I Parent and Family Engagement to be sure the policies are in compliance long before the monitoring staff ask for them.

This year, NDE staff told some administrators who that our policy 5057 was not sufficient. After discussing the matter with NDE, and after they once again reviewed our policy in light of the compliance checklist, we have been assured that our policy is compliant. If you are going through the ESSA Federal Programs monitoring check and run into any issues, please let us know. If you're a full policy subscriber and want to be sure your policy is the

most current version, you can always get it from our website under the Complete Policy Service link.

Finally, we have provided an updated "School-Parent-Student Compact Example Title I" which removes the signature lines. If you want to use this version moving forward, you can. If you have been obtaining signatures on this document, it is no longer required to do so.

In Last 43 Policies

REMINDER FOR POLICY 6036: Reading Instruction and Intervention Services

Last year, the Unicameral passed LB 1081, thereby creating the Nebraska Reading Improvement Act (sections 79-2601 through 79-2607). This Act expresses the Unicameral's intent that all students in public schools be able to read at or above grade level by third grade. In order to meet this goal, school boards are required to develop policies to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. Beginning with the 2019-20 school year, schools will be required to administer reading assessments approved by NDE three times per school year to all students in kindergarten through third grade. A list of reading assessments that have been reviewed and approved by the Nebraska Department of Education can be [found here at NebraskaREADS](#). Schools will also be required to provide supplemental reading intervention programs to students identified with reading deficiencies to ensure that they are reading at or above grade level by the end of third grade. NDE's FAQ indicates that it will be providing a supplemental reading program template, but it was not yet available as of this writing. This policy, which we sent out last year, addresses all of the requirements of the new Act.

The Act also authorizes NDE to adopt rules and regulations. While the department has not yet done so, it has created [a list of Frequently Asked Questions that can be viewed here](#).

This policy is required.

Adopted last year

Fair Credit Reporting Act and Background Checks

Some school business officials have reached out to us regarding changing obligations under the federal Fair Credit Reporting Act when schools and ESUs use third-party background check companies, like OneSource. If you've seen "FCRA" updates in various HR emails or tweets over the last year, it's likely because the FTC put out new forms last fall, and in January

the Ninth Circuit Court of Appeals issued a FCRA decision regarding the required notices.

These items are important, because the compliance obligations under FCRA fall to the employer and not the third-party company (and FCRA generally doesn't apply if you conduct your own). However, most schools work with an entity like OneSource which provides the required notices as a service. If you have questions about your FCRA obligations, please feel free to contact us. However, at this time we are not making any changes to our standard policies or forms.

Finally, please keep in mind that FCRA is different from Nebraska's state "ban the box" statutes which prohibit conducting criminal background checks (other than for crimes of abuse) until your school or ESU has determined that the employee meets the "minimum essential qualifications" for employment. These differ from the ADA and the "essential function" analysis, as well, and we already have the "MEQ" section at the beginning of our form job application in the 4000 series forms.

LB 103: Changes in Property Tax Requests

Send out add'l notice
NDE will release guidance
The Unicameral passed LB 103 and the Governor signed it early in the legislative session. It requires boards of education to hold an extra public hearing and pass a resolution when the district's tax collections will increase, regardless of whether the increase resulted from higher property valuations or from a higher property tax levy. The bill specifies what information must be provided in published notices of the public hearing.

Boards of education and school administrators should be aware of these new requirements. Both the Nebraska Department of Education and the Nebraska State Auditor will be developing the forms necessary for boards of education to use in making property tax requests in compliance with LB 103. These new requirements do not require a policy change or any immediate board action, but you should prepare for them.

LB 281: Posting the Child Abuse Hotline Number

Must post Child Abuse Hotline #
This bill requires all public schools to either:

NDE - sending out poster

1. Post a sign with the statewide toll-free child abuse and neglect number in English and Spanish in a "clearly visible location in a public area of the school"; OR
2. Post a link to the sign or poster on its website.

NDE has been given the authority to contract with an appropriate entity to create such a poster.

*Address w/ staff
who signs*

LB 675: Contracts for Certain Services

This bill changes the maximum length of contracts for utility services, refuse disposal, transportation services, maintenance services, financial services, insurance, security services, and instructional materials, supplies, and equipment from four years to seven year. The maximum contract length allowed for collective bargaining agreements remains four years.

LB 630: Sexting and Revenge Porn

LB 630 changes the criminal penalties for sexting and creates a new criminal offense for revenge porn and sexual extortion. This new law doesn't require any policy changes, but the new crimes will be included in the definitions of the crimes which principals must report to law enforcement under Policy 5035. **When schools provide the annual digital citizenship training to students required by the Children's Internet Privacy Protection Act, you should be sure to include a summary of these new crimes.**

*These are coming
from USDE*

Title IX Regulatory Changes

In November of 2018, the US Department of Education released new proposed Title IX regulations. We have been warning for several months that the revisions to the Title IX regulations which have been proposed by the US Department of Education will have enormous policy implications for K-12 school districts. If you would like to review our summary of the proposed regulations, we blogged about the regulations [here](#).

News reports indicate that the proposed rule generated more than 100,000 pieces of feedback. Now that the notice-and-comment period has closed, the Department of Education is under legal obligation to consider and respond to all substantive comments. Department of Education has set an internal goal of releasing the final regulations in September, although that

target date can be extended. Once we have the final regulation, KSB will develop compliant Title IX policies for subscribers' consideration. We will also be training both administrators and board members on the new regulations. In the meantime, there is nothing to do but wait to see if the regulators take the concerns of the K-12 education community to heart and revise the proposed regulations.

CONCLUSION

It is all too easy to adopt policies that look good, but that do not actually reflect how the school operates or assist the school in accomplishing its goals. Every year we stress that it is very important to us to give you a working, useful set of policies and a continuing ***policy service***. There is no additional charge for revisions to these policies or consultation about them. Please don't hesitate to contact any one of us with questions. Our group e-mail address is ksb@ksbschoollaw.com.

Policy Review 2019

Policy 2002: Organization of the Board is REQUIRED update. We need to decide which option in subsection 3: Board Officer Voting & Tie Breakers. I would recommend Option 2 determine by a coin flip.

Policy 2006: Complaints: is REQUIRED. The addition is “Special Rules” regarding educational services and related services to students with disabilities. This addition clarifies that the complaint policy is not usable to resolve IEP and 504 issues.

Policy 2014: Relationship with School Attorney New Name: Relationship with District Legal Counsel is HIGHLY RECOMMENDED. This changes “schools attorney” for “district legal council.” This will allow the Board President and Superintendent to hire additional counsel without a board meeting. This would occur for hearings to retain a hearing officer.

Policy 2017 Indemnification and Liability Insurance: is Highly Recommended. The board has a 5 million liability umbrella insurance. However circumstances can occur that are trickier than what is covered and the board may wish to provide indemnification. This would authorize the Superintendent to provide the indemnification to the extent he/she is authorized. Example would be a lawsuit naming a board member.

Policy 3003.1: Bidding for Construction, Remodeling, Repair or Related Projects Financed with Federal Funds is REQUIRED. Unlikely we will ever use this policy as schools typically do not build using federal funds.

Policy 3004.1: Fiscal Management for Purchasing and Procurement Using Federal Funds is REQUIRED. Fixes a typographical error in the current policy.

Policy 3016: Smoking is HIGHLY RECOMMENDED as it includes revisions made by the legislature on use of electronic nicotine delivery systems (Vaping) LB149 criminalizes the use of electronic nicotine delivery system by any minor under the age of 19. Attorneys have adding “electronic nicotine delivery system” to the policy. Option “B” most closely matches our current policy. We must choose one option.

Policy 3017: Press Releases is REQUIRED. This is being moved from policy 5047.

Policy 3027 Operation of School Business Office is REQUIRED. This policy is being combined into Policy 3021.

Policy 3028: Sex Offenders is NOT REQUIRED Current policy says we will notify parents and faculty. Given the opening of the state sex offender website, this site is available to the public. Attorneys are saying we can eliminate the second paragraph, but they recommend keeping it.

Policy 3039: Threat Assessment & Response is REQUIRED to Select an Option. Currently we have option 1 the Threat Assessment Team, which I recommend we continue to follow.

Policy 3046: Animals at School is REQUIRED. The policy revisions combine Policy 5061 & 3046. We currently allow “Therapy dogs under policy 5061. We are required to allow service animals under the ADA. I would like to not allow therapy animals. The first option will allow teachers and staff to bring in therapy animals. I am not in favor of this if we do not have to. Allergies is another issue and we would have to make accommodations. I would prefer “Option 2.” We have not used this policy to date.

Policy 3050: Technology in the Classroom is NOT REQUIRED. The revisions allow the use of smart technology devices like AngelSense, Alexa, in the classroom. Video and audio recording must be disabled while being used in district classroom unless required by law. Do we want to allow the devices into the classrooms? They will need to be tied to the instructors accounts. Interesting that Google and Alexa have said these are not appropriate in classroom settings..

New Policy 3051: Opioid Overdose Prevention and Response is only REQUIRED, if we are going to dispense Naloxone. There are programs available to stock the drug free of charge. The drug could save a life just as the Epi-pen does for anaphylaxis. District will need to provide training.

New Policy 3052: Leasing Personal Property is HIGHLY RECOMMENDED. The new policy provides authority for authorized personnel to lease personal property from vendors for school district use. The second part allows the superintendent to lease out district-owned property that is not needed for school purposes. We need to decide a lease amount requiring bids. Second question is leasing out district material valued at a certain value to be determined. I would recommend the lease be no longer than 30 days at a time.

Moved Policy 3053: Nondiscrimination is REQUIRED. Current nondiscrimination policy is 4001 and now will be 3053.

Policy 3054: Law Enforcement Unit is NOT REQUIRED. I am **not recommending** the board adopt this policy. I understand this allows law enforcement to monitor our surveillance at any time. Fundamentally, this allows for greater information sharing. The application could create issues with creating typically protected records under FERPA. During a crisis, we can allow access, which I have granted under that circumstance. Law Enforcement does not have permission to monitor our surveillance system.

Policy 4001: Nondiscrimination – Moved to Policy 3053

Policy 4048: Assessment Administration and Security is REQUIRED. Changes update the policy from NESAS to NSCAS assessments.

Policy 4052: Job References to Prospective Employees is REQUIRED. USDE/ESSA highlights requirements that all schools must have a policy prohibiting school employees from providing assistance in obtaining a new job to an employee, contractor, or agent if the school knows or has probable cause to believe that he/she has engaged in sexual misconduct.

Policy 5002: Admission of Students is HIGHLY RECOMMENDED. The changes in policy is designed to help court-involved students maintain educational stability. The new part of the policy states that school will ask to review the Education Court Report before enrolling court-involved student. We cannot keep them out of school if the report does not exist.

Policy 5016: Student Records is REQUIRED. The first section in paragraph one will not be inserted. The options section, currently the district uses "Option 2" which matches our school and district practices. Our SIS system is PowerSchool.

Policy 5017: Routine Directory Information is REQUIRED. LB 575 made changes in the law to for military recruiters to have the same access as other recruiters. Also has provisions for students when they reach 18 years of age.

Policy 5022 Option A: Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services is HIGHLY RECOMMENDED. This revision eliminates the administrators authority to act in Loco-Parentis and stop inappropriate law enforcement interview. Our current practice on non-school related criminal activity is "Option #1" requiring parental consent or a warrant or court order to talk to student(s).

Policy 5035: Student Discipline is REQUIRED. New wording on provisions prohibiting the possession, handling, or transmission of "look-a-like" weapons. Section reflects changes to vaping regulations. Short term suspensions, #4 *"Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examination, under the following conditions: work made up is not to exceed two days without administrator approval."* Last section on violations resulting in calls to law enforcement looks good.

Policy 5045 Student Fees is NOT REQUIRED. Revised the policy adding a section for fees associated with technological devices. Modified the format of the policy. Section 3: does not provide students with personal or consumable items for participation in courses and activities... The maximum charged as a convenience fee is \$50. School insurance is to protect against one accident/loss. The maximum dollar amount will be \$50. (We do not have to charge the fee, this is a maximum amount.) Total family cost is \$150.

Policy 5063: Audio and Video Recording is NOT REQUIRED. District surveillance system estimates 10 days. Prohibited recording must have a school purpose.

FORMS

Notice of Nondiscrimination is a **REQUIRED** Form. We will insert my name and policy 3053. This will replace all other nondiscrimination forms for consistency.

Wakefield Public Schools Facility Use Application is **REQUIRED.** I would suggest the time facilities are closed is from 12:00 am to 7:00 AM. Failure to adopt this update may leave a gap between the insurance coverage furnished by a facility user for the benefit of the district and the liability limitation under the Nebraska Political Subdivision Tort Claims Act.

Veterans Preference Not Hiring Letter is **NOT REQUIRED**, but would satisfy Nebraska Veterans Act requirements. We will put the letter on letterhead.

Special Education Procedures (6000 series form) is **REQUIRED.**

School-Parent-Student Compact is **REQUIRED.** I updated the form in the student-parent handbook.

Nebraska Naloxone Standing Order Information is a standing order from Nebraska DHHS physician. The order will be updated in August 2019. Should be adopted if we are going to administer the drug.

Naloxone Administration Protocol should be adopted if we are going to use the drug to counter opioid overdoses.

Wakefield Community School



2019-2020 Parent/Student Handbook

Our Mission:

The mission of Wakefield community school in partnership with parents and community is to develop all students into collaborative lifelong learners who demonstrate effective communication, critical thinking and problem solving skills in a changing global society.

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Contact Information

Phone Numbers

Elementary	(402) 287-9892
Secondary	(402) 287-2012
Bus Barn.....	(402) 287-2943

Website

<http://www.wakefieldschools.org>

Facebook

www.facebook.com/Wakefield-Community-School-District

Address

802 Highland Street
 PO Box 330
 Wakefield, Nebraska 68784

Annual Activity Pass

Family - \$140.00
 Student - \$30.00
 Adult - \$50.00

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Wakefield Community School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Philosophy

The purpose of the Wakefield Community School System is to educate all children to the maximum extent of their abilities. Thereupon, when the individuals enter adulthood, they will be responsible, contributing members of the community in which they live. The school system will instill within the students the desire to be self-motivated and to become life-long learners.

To achieve these objectives, the system shall provide competent administrative, instructional and support staff. The district decisions shall be based upon the mission of the school, which is the education of all students.

The Wakefield School System shall accept the responsibility of providing a curriculum that enhances the students’ mental, social, physical and behavioral growth. Educational programs shall prepare the students for future education or entrance into the working world.

Accreditation

Wakefield High School is accredited by AdvancED (North Central Association) and the Nebraska Department of Education.

Directory Information

Board of Education

Karen Borg Mark Victor	President (2018 2020)
Mark Victor Shanon Johnson	Vice-President (2020)
Bree Brown	Secretary (2018 2022)
Arienne Conley	Member (2020)
Ben Donner Jeff Keagle	Member (2018 2022)
Shannon Johnson Sherri Lundahl	Member (2020 2022)

Administration

Mark Bejot	Superintendent
Jason Heitz Matt Farup	Secondary Principal
Jerad Wulf	Elementary Principal

Certified Staff

Brittnie Abler	3rd Grade
Angie Borg	School Nurse
Iris Borg	Math
Matt Brenn	4, 5, 6 Science/AD
Eric Burenheide	ITE
Shannon Carroll	Math
LaVonne Carson	Spanish
Michael Clay	SS/Elem Guidance
Kari Cliff	ELL
Tara Dolen	2 nd Grade
Jean Dorcey	Special Education
Ryan Dougherty	Business
Brittany Eisenmann	4, 5, 6 Language Arts
Austin Galles	4, 5, 6 Guided Reading
Michelle Galles	FC S
Deb Garwood	4, 5, 6 Social Studies
Janie Gutzmann	3rd Grade
Lynette Haisch	4, 5, 6 Math
Timarie Hansen	1 st Grade
Lori Harding	Guidance
Mike Hassler	Art
Micaela Hight	PK
Cathy Hoffart	1st Grade
Leah Jech	Kindergarten
Brian Johnson	4, 5, 6 Language
Arts Social Studies	
Donna M Johnson	Special Education
Samantha Johnson	PK
Jena Kaufman	PK
Jolene Klein	Media Center
Tiffany Lamprecht	Media Center
Jaime Manz	Reading Specialist
Logan McPhillips	Special Education
Chad Metzler	Social Studies
Brenda Montoya	ELL
Deb Nicholson	Vocal Music
Pam Peters	PK
Mark Reimers	Science

Kevin Roberts	Social Studies/ESL
Sara Schlickbernd	2nd Grade
Veronica Schmidt	4, 5, 6 Writing
Jan Simmons	English/ESL
Linda Steinman	Kindergarten
Will Tietmeyer	ITE
Bill Trenhaile	Band/Math/Bus Driver
Kaylen Tunink	Business
Zoe Vander Weil	English/Speech
Jessi Vavrina	4,5,6 Writing
Megan Virgil	Science
Joe Wendte	PE
Leslie Ziska	Technology

Classified Staff

LaVon Anderson	Elem Secretary
Kim Barge	Para
Lauren Barge	Para
Mike Benson	Transportation
Mary Brudigam	Para
Ofelia Calleros	Para
Carla Clay	Para
Lizbeth Delgado	Para
Kristi Foote	Lunchroom Manager
Becky Gothier	Business Manager
Jean Hansen	Kitchen
Rex Hansen	Maintenance
Sylvia Hernandez	Para
Marian Keagle	Bus Driver
Sami Kenny	Para
Deb Litchfield	Act.Center Supervisor
Rhonda Lorenzen	Para
Bob Lubberstedt	Grounds
Dawn Lubberstedt	HS Secretary
Blanca Moreno	Para
Pat Nicholson	Bus Driver
Tina Nuernberger	Para
Harold Odens	Evening Custodian
Josie Paulson	Custodian
Christy Roberts	Kitchen
Vicky Sanchez	Para
Julie Siebrandt	Para
Darci Slama	Para
Teresa Soderberg	Para
Angela Sonder	Para
Kara Starzl	Para
Dulce Torres	Para
Ana Urquidez	Para
Ziola Vargas	Para
Dwight VanderVeen	Transportation
Patricia Wurdeman	Custodian

ESU#1 Staff - Certificated

Wendy Consoli.....	Deaf Ed Teacher
Calvin Frey.....	Psychologist
Kristine Kleve.....	PT
Vernae Luhr.....	Audiologist
Stacey Richart.....	Vision O & M
Becky Rieken.....	Vision Consultant
Anne Ronhovde.....	Speech Pathologist
Chelsea Umscheid.....	OT

Notice of Non-Discrimination

Wakefield Public Schools does not discriminate on the basis of, race, color, religion, national origin, sex, ~~marital status~~, disability, age, ~~or access to, or treatment of employment~~, in its ~~or educational~~ programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

- Name: Mark Bejot
- Title: Superintendent
- Address: 802 Highland Street, Wakefield NE 68784
- Telephone: 402-287-2012
- Email: mbejot@wakefieldschools.org

~~Any person having inquiries concerning this school district's with the regulations implementing Title VI, Title VII, Title IX, or Section 504 is directed to contact Superintendent Mark Bejot, in writing at 802 Highland, Box 330, Wakefield, NE 68784 or by telephone at (402) 287-2012. For further information on notice of nondiscrimination, <http://wdcrobcolop01.ed.gov/CFAPPS/OCR/contactuus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481. assistance, you may also contact the Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: (816) 268-0550, FAX: (816) 823-1404; TDD: (877) 521-2172, Email: OCR.KansasCity@ed.gov; Also see the "Discrimination and Harassment" sections. For additional prohibited discrimination and related information, please review school district policy 4001 - Nondiscrimination.~~

Designation of Coordinators

Any person having inquiries concerning this district's compliance with Title VI (discrimination or harassment), Title IX (gender equity), Section 504 of the Rehabilitation Act and the Americans with Disability Act, Homeless student laws, or Safe and Drug Free Schools and Communities should contact the Wakefield Community Schools Administrative Office.

School Hours

Office 7:30 am to 4:00 pm
Morning Pre-K 8:15 – 11:15 am & Afternoon Pre-K 12:30 – 3:35
Elementary 8:15 am to 3:35 pm
Secondary 8:10 am to 3:40 pm

Bell Schedules

Regular School Day

Period 1	8:10-8:57
Period 2	8:59-9:46
Trojan Time	9:48-10:13
Period 3	10:15-11:02
Period 4	11:04-11:51
Period 5A	11:54-12:18
Period 5B	12:21-12:44
Period 5C	12:46-1:11
Period 6	1:14-2:01
Period 7	2:03-2:50
Period 8	2:52-3:40

Two-Hour Late Start

Period 1	10:10 -10:42
Period 2	10:44-11:16
Period 3	11:18-11:49
Period 5A	11:52-12:16
Period 5B	12:19 -12:43
Period 5C	12:45 -1:10
Trojan Time	1:13- 1:26
Period 4	1:28-1:59
Period 6	2:01-2:32
Period 7	2:34 -3:06
Period 8	3:09- 3:40

2:00 Dismissal

Period 1	8:10 -8:47
Period 2	8:49-9:26
Trojan Time	9:28-9:42
Period 3	9:44 -10:22
Period 4	10:24-11:02
Period 6	11:04 -11:43
Period 5A	11:46-12:10
Period 5B	12:13-12:37
Period 5C	12:39-1:04
Period 7	1:07 -1:32
Period 8	1:34- 2:00

School Closings

School closings due to inclement weather will be announced on local radio and television stations before 8:00 a.m.

TV– Siouxland television stations, KTIV, KCAU, KMEG

Radio –KNEN, KEXL, & KUSO (US92), all in Norfolk; and KTCH, Wayne

Internet – Check the following websites – <http://www.ktiv.com>

District Mass Messaging – district mass communication system will call primary and emergency phone numbers. *If you do not wish to be notified by mass messaging system, please let the office know.*

It may become necessary to dismiss classes during the school day because of bad weather. In such an event, it is important that parents/guardians provide ahead of time to the school, the procedures the child should follow (i.e., go home with a specific friend, go to a relative's home, babysitter's, etc.). Emergency message will go out through the district's mass messaging prior to dismissal.

Parents may decide to keep their children home during inclement weather. Students absent due to severe weather when school is in session will be marked absent. The absence will be treated like any other absence. Parents may pick up their children during inclement weather at any time during the school day.

Telephone Calls/Daily Announcements

Parents are encouraged to call the school with questions, concerns and suggestions. While it is not always possible to visit a teacher or administrator at that time, your phone call will be returned as soon as possible or you may schedule an after school appointment. Parents can contact the school using the following directory:

Wakefield Elementary 802 Highland Street 287-9892
Wakefield High 802 Highland Street 287-2012
Administrative Offices 802 Highland Street 287-2012

Parents/guardians who have an emergency message for their student or sponsors of various groups that wish to have an announcement should contact the school secretary before 2:45p.m. to allow adequate time for the message to be announced or delivered before the end of the school day.

The school telephones are for school business only. Students may use the phone only in case of an emergency (this does not include calling parents for forgotten items) or to notify parents if they must remain at school beyond the regular school day. Other plans or arrangements should be made at home by the student and parents/guardians prior to the school day. Students may use their cell phones with classroom teacher permission, during passing times and lunch time in accordance with board policy.

Student Illness

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child.

If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Parents must complete an emergency information form for each child enrolled in the district. The form should list the family physician's name, where parents or responsible adult can be located, and any necessary emergency instructions. (Board Policy 5023)

If a child is well enough to come to school, the child is well enough to participate in the daily school program (including recess and P.E.). A school official may grant short-term non-participation (one to two days) if requested by parents. The building principal reserves the right to require a written excuse for non-participation at any time it appears warranted.

School Visits

Parents/guardians are encouraged to visit school. Please check with the building principal [and classroom teacher](#), regarding the best time to visit. We request that parents not plan visits during the first two weeks or the last two weeks of school.

All parents and visitors must buzz in (between 8:20 a.m. and 3:35 p.m.) and enter and exit the building through the main doors during school hours. Before visiting a classroom, permission must be given through the school office. Visitors will be asked to sign in and will receive an identification tag, which they are required to wear throughout their time in the school building. Visitors must sign out in the office prior to leaving.

Brothers and sisters are permitted to visit if accompanied by parents, but we ask that they do not attend parties or field trips. Relatives or friends from other schools who wish to visit may do so for a period of time not to exceed 1/2 day. These visitors are to have advance approval from classroom teachers and the building principal.

If a child wishes to bring a pet to school for show and share time, he/she must ask the homeroom teacher for permission. An adult must accompany the child and pet to school, and the pet must be returned home immediately after sharing time. Animals may not be left at school all day.

Notice Concerning Staff Qualifications

The Every Student Succeeds Act of 2015 gives parents the right to acquire information about the professional qualifications of their child's classroom teachers. Upon request, Wakefield 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 of the teacher. You may also get information about other graduate certification or degree 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.

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, Wakefield 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.

Parental & Guardian Involvement in Educational Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide [NESA-NSCAS](#) assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
 - b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.

- a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
- b. State Assessments
The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.
- c. National Assessment of Educational Progress
As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least **three** days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey. (Board Policy 5018)

Title I Parent Involvement Policy (District & School Building Combined)

The school district will jointly develop with parents a School-Parent-Student Compact that outlines shared responsibility for improved student academic achievement.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirement of this part, and the right of the parents to be involved.. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement

Conference. The goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate. A goal of these parental activities is to provide parents with opportunities to participate in decisions relating to the education of their students where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. 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 school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Notice of Policy on Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at or can be viewed online by visiting: www.wakefieldschools.org.

Communication

Effective communication between home and school is crucial to students' educational success. [Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences.](#) Both teachers and parents must work to communicate frequently about students' progress. Methods of communication include, but are not limited to, the school website, Facebook, parent-teacher conferences, e-mail, telephone contact, school visitation by parents and home visitation by teachers. [The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents prior to entry of the failing grade on the student's report card.](#) Teachers must notify parents about unsatisfactory student work promptly and prior to the end of a grading period. [Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail, email or by personal contact.](#)

The school calendar will provide opportunities for formal parent-teacher conferences. The conferences need not be limited to these days; they should be scheduled at times that will allow adequate time for an effective conference. ([Board Policy 6019](#))

[Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.](#)

Admission of Students

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as a foreign exchange student pursuant to policy; or
- legal residents of a district that has contracted with this district for their educational services.
- statutorily entitled to attend the schools of the district on a part-time basis pursuant to [board policy 5002](#).
- out-of-state students who have been enrolled pursuant to [board policy 5002.1](#).

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy. ([Board Policy 5002](#))

Admission of Part-time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; ~~has a modified schedule because of a disability or as part of an individualized education plan;~~ or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Applicability of School Rules

Exempt school students are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities

Students who are enrolled in a private, denominational or parochial school may not participate in extracurricular sports and activities sponsored by the public school district if they participate in extracurricular sports and activities offered by the private, denominational or parochial school. Exempt school students may participate in extracurricular sports and activities if they are enrolled in at least 10 credit hours per semester. Exempt school students who are not enrolled in at least 10-credit hours may not participate in extracurricular sports and activities. All part-time students

must meet all other eligibility requirements set by the board, administration and coach/sponsor prior to participating in the sport or activity. (Policy 5003)

Pregnant or Parenting Students

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs.

I. Accommodations Regarding Attendance and Participation

A. Generally

Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

B. Students with Disabilities

For students with disabilities who have an IEP or Section 504 plan, the administrators, student's parents or guardians, and student if appropriate will collaborate with the student's educational team to coordinate accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.

II. Accommodations Regarding Lactation and Breastfeeding

A. Accommodations

1. In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public.
2. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which accommodates the student's needs while facilitating education to the maximum extent possible. In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the student discipline act.
3. The district will provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

B. Educational Process

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by temporary illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. [A copy of the required affidavit is attached to this policy.](#)

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may ~~be disenrolled~~ from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request ~~that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form, and submit it to the superintendent.~~ The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified

individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee. [\(Board Policy 5001\)](#)

Tardies/Absences

Students absent or planning on leaving school early must submit a note from parent/guardian stating reason for absence. Students arriving after the scheduled start time will be considered tardy. A meeting will be scheduled with the building principal to discuss solutions for students with excessive tardies.

Students (in grades 7-12) are allowed 7 absences per semester, per class period. If a student's absences go over the 7-absence limit, he/she may lose credit for the class. Notification of this situation will be sent to the parent or guardian by mail. If there are extenuating circumstances, the parent must submit a letter to the principal or guidance counselor with an explanation of the extenuating circumstance.

The accumulation of excessive amounts of tardies for any class per semester may be counted as absences.

Parents/guardians must notify the school by note or telephone before 8:10 a.m. of a student's absence or tardiness. If the school is not notified, a call will be made to the parent/guardian or law enforcement to determine the child's whereabouts and safety. For parent convenience, voice mail will take calls prior to 7:45 a.m.

[Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.](#)

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after three (3) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student with a doctor's note
4. Death or serious illness of the student's family member with a note from parent/guardian
5. Appearance at court or for other legal matters with a court note.

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may will file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney. [\(Board Policy 5001\)](#)

Family Vacations

Parents/guardians should notify the school at least one week in advance of family vacations planned during the school year. Students are responsible for getting and completing all work missed during the vacation. Absences due to vacations will count toward the absence limitations specified under Student Attendance. Families are encouraged to use scheduled school breaks for vacations whenever possible.

School Attendance on Days of Scheduled Activities

Students must attend all regularly scheduled classes on the day they participate in any student activity. Exceptions may be given by the school administration for pre-approved absences due to but not limited to funerals, verified medical appointments, and college visits. ([Board Policy 6014](#))

Leaving School during the School Day

Students who must leave school for any reason during the school day must check out at the office. A sign-out sheet is available for this purpose. Students are only released to leave with permission from a parent or parent designee. When students return to school they are expected to sign back in. All school absence notes must be turned into the office.

Make-Up Work

Classroom work and assignments missed during an absence, regardless of the type of absence, must be made up unless special arrangements are made with the appropriate teacher(s). Students are responsible for obtaining make-up work and parents and siblings may make arrangements to pick up assignments, books or other materials by contacting the school office.

Homework

Homework consists of assignments made by teachers that students must complete during non-class time. Homework is intended to reinforce student learning of certain previously taught concepts and/or skills found in the written and taught curriculum.

Teachers are encouraged to assign homework and must use their professional judgment in determining the length, difficulty, and student readiness to proceed with homework assignments. Homework assignments shall be kept minimal on Wednesday nights, which is traditionally considered “family night” in the community. ([Board Policy 6017](#))

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. with the secretary or bookkeeper's office. Any check for these payments should be made out to Wakefield Community School unless otherwise instructed pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Meals Food Service Program

A 7:30 a.m. breakfast program is also offered at Wakefield Community School for those students wishing to participate.

A hot lunch program is available at school. Children are expected to abide by the district rules while at lunch. Lunchroom privileges may be denied if students do not follow the school rules. The school district provides a food service program that is desined to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily form 7:30am until 8:10am. Students who qualify for free or reduced-priced lunch also qualify for free or reduced-price breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the office secretaries.

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy Meal" option, such as a plain sandwich, fruit and milk.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging for extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

Notice of Non-discrimination (USDA)

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found on-line at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed fomr or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary of Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
Fax: (202) 690-7442

[Email: program.intake@usda.gov](mailto:program.intake@usda.gov)

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

Closed Campus

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Nothing in this policy shall prevent the school from sending a student home when the student is ill.

First-Aid

[First-aid items are available in the classrooms and offices and may only be used by school staff. Students needing first-aid should ask for assistance from their classroom teacher or the nearest staff member.](#)

Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

Student iPad Insurance

Students desiring to take school iPads home must purchase school insurance at a cost of \$50 per student, maximum of \$150 per family annually. The insurance will cover the cost of the first accident repair. Subsequent damage is the responsibility of the student as per the iPad handbook. Students electing to not take insurance will be allowed to check out their iPad daily through the technology lab. Time is provided before school, after school and during Trojan period to complete curricular assignments.

Student Fees

A. Definitions

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. **Guidelines for Clothing Required for Specified Courses and Activities**
Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity

will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Courses

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose ~~to produce~~ to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Extracurricular Activities

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

Student activity card	\$30 Covers admission to all home extracurricular events
Student participation fee	\$20 Required of all students who participate in athletics and/or other extracurricular activities
Future Business Leaders of America	Annual membership fee of \$20. Cost of attendance at State/National

	Conventions are the student's responsibility.
National Honor Society	Annual membership fee of \$20. Cost of attendance at State/National Conventions are the student's responsibility.
Football	Students must provide their own football shoes, undergarments, and mouth guards
Golf	Students must provide their own golf shoes, undergarments, and clubs
Physical Education	Students are responsible for the cost of off campus activities, if not graded.
Track, Volleyball, Wrestling & Basketball	Students must provide their own shoes and undergarments
FCCLA	Annual membership fee of \$20. Cost of attendance at State/National Conventions are the student's responsibility.
FFA	student must purchase their own FFA jackets, official dress and pay dues of \$30 40 .

6. Post-Secondary Education Costs

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. Transportation Costs

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$10.

8. Copies of Student Files or Records

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such students. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to

search for or retrieve any student's files or records. The district will charge a fee of \$.10 per page for reproduction of student records.

9. Participation in Before-and-After-School or Pre-Kindergarten Services

The district may charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$300/month.

10. Participation in Summer School or Night School

The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$200.

11. Meal Charges for Food Consumed by Students

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

Breakfast Program – Grades Pre-K-12

Regular Price	\$1.30
Reduced Price	\$0.30
Milk	\$0.30

Lunch Program – Grades PreK-6

Regular Price	\$2.25
Reduced Price	\$0.40
Milk	\$0.30

Lunch Program – Grades 7-12

Regular Price	\$2.70
Reduced Price	\$0.40
Milk	\$0.30

High School students desiring a second entrée(s) will be charged an additional 50 cents daily whether they elect to take one item or all the entrees offered for seconds. Additional milk is extra at a cost of 30 cents per carton.

12. Charges for Musical Extracurricular Activities

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

Band Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers

Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$100.

13. Contributions for Junior and Senior Class Extracurricular Activities

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$0 to \$100.

C. Waiver Policy

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Student Fee Fund

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students. ([Board Policy 5045](#))

Confidentiality in Counseling and Guidance

The school district provides students with a certificated school guidance counselor. Information that students provide to counselors is confidential but not legally privileged. The counselor will attempt to respect the privacy of student disclosures, but will share all relevant information with other education professionals as appropriate or as directed. The counselor will also contact parents and law enforcement officials as appropriate.

Records of the counseling relationship, including interview notes, test data, correspondence, tape recordings and other documents, are to be considered professional information for use in counseling, not part of the student's education record.

When a counselor is in doubt about what information to release, he or she should discuss the matter with the building principal or with the superintendent. (Board Policy 4058)

Academic Progress

Student academic progress is evaluated on a daily basis using curriculum guidelines and appropriate assessments. In addition, Nebraska academic standards and nationally normed tests are used to evaluate student achievement.

Student academic achievement, effort, and social development is communicated to parents in a variety of methods:

- Report cards are issued at the end of each quarter (progress reports at mid-quarter for students in grades 4-12).
- Regularly scheduled Parent/Teacher conferences provide parents, teachers, and students with the opportunity to exchange information about student progress.
- Student portfolios, used to document individual progress and accomplishments, may be shared with parents.
- Informal communication with parents may include telephone calls, after-school meetings, weekly progress reports, and notes.
- Teacher must notify parents when student is in danger of failing prior to the end of the grading period.

K-3 Legend

- 4-Exceeds grade level expectations
- 3-Met grade level expectations
- 2-shown growth/progress in this standard
- 1-Need intensive support with this standard

Grades 4-12 Legend

- A – 94%-100%
- B – 87%-93%
- C – 77%-86%
- D – 70%-76%
- F – Below 70%; Failing

High School Grade Point Average (GPA)

Your cumulative grade point average (GPA) will be computed after every semester in school. From this comes your rank in the class. Any student transferring into Wakefield High School will transfer his/her current GPA from the previous school.

7-12 Honor Roll

To become an honor student, a student must have carried no grade below 87 percent and a grade of at least 94 percent in two or more of his/her solid subjects.

7-12 Honorable Mention

To become an honorable mention honor student, a student must have carried no grade below 87 percent.

Academic Achievement Awards

Each year students are eligible for a “letter” in academics. If the student continues to earn a letter in succeeding years, he/she will be given a gold bar to pin on the letter each year. In order to be eligible for the “letter”, the student must be on the Honor Roll three out of the four preceding quarters. If the student is not on the Honor Roll one of the quarters, he/she must at least be on the Honorable Mention Honor Roll during that quarter. The judging period will be from the fourth quarter of the previous school year through the third quarter of the current year. Students will become eligible for this award beginning in the fourth quarter of the seventh grade year. Letters will be awarded during Honors Convocation in the spring. This award was initiated by the 1984-85 Student Council.

Weekly Eligibility Policy

In order to ensure a proper perspective between academics and the extra –curricular activities, the Wakefield Board of Education has adopted the following weekly eligibility policy. If any student in grades 7-12 is failing one or more classes on the first day of the school week he/she will be placed on academic probation for that week. If the student fails to raise his grades to a passing level (70% or better), the students will be declared ineligible for participation in extra-curricular activities for the ensuing calendar week. The ineligible student will remain on the ineligible list, on a weekly basis, until such time the student’s grades are considered passing (70% or better). Conversely, if the student does raise his grades to 70% or better during the probationary week, the student will be declared eligible for participation.

Any music student who is academically ineligible will be allowed to participate in the large ensemble (choir or band) for a concert at Wakefield School. The music student will be excluded from all other performances, including but not limited to: small ensembles, solos, swing choir, glees. Conference choir or band, honor choirs and bands, pep band, and district music are considered extra events and will not be attended by an ineligible student.

The principal will have the authority to develop specific educational plans for students, in order to help students who appear on the probation/ineligible list. Examples of this may include required After School Program, students staying after on early-dismissal days to complete homework, etc.

Graduation Requirements

The following is a brief guide, which should assist you in selecting courses for. You should consult with your parents, teachers, guidance counselor or the principal if you have questions regarding registration or graduation requirements.

One hour of credit is granted for each period an academic class meets each week e.g. a typical class meets once a day - five days a week - and five (5) hours credit for that class is granted for each semester. Two hundred forty (240) hours are required for graduation; of these, 180 hours must be in areas other than physical education and music. All classes are solid except PE and music.

The following credits are required for all students for graduation:

English	40 hours (9th, 10th and 11th plus 10 hours of an English course during 12th grade)
Math	30 hours (must include Pre-Algebra or Algebra)
Science	30 hours (must include Earth Science and Biology)
Social Studies	30 hours (must include Government, US History, and World History)
Speech	5 hours
Fine Arts	5 hours (Band, Vocal, or an elective from Art Department)
Physical Education	15 hours

All students are required to be enrolled in a minimum of seven courses per semester.

7th and 8th Grade Requirements

All seventh and eighth graders are required to take English, math, science, social studies, vocal or instrumental music, family & consumer science 7-8, physical education, art, Spanish and Writing, industrial technology, and careers. Choir, band and athletics are available to seventh and eighth graders. Junior High students must pass three of their four required core academic classes to qualify for promotion (exceptions by administrative approval only).

Commencement Ceremony

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

All students who are enrolled as members of the senior class at the end of a school year, whether students in the regular education curriculum or students with individual education plans, shall be eligible to participate in the ceremony regardless of whether they have completed all graduation requirements. A student may participate in only one ceremony. Being permitted to participate in the ceremony does not constitute graduation, and only those students who have completed all graduation requirements prior to the ceremony will receive a diploma. (Board Policy 6006)

Grade Placement of Transfer Students

Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school will generally be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

Elementary Level Students

The appropriate level of placement for elementary level students may be determined by, but not limited to, consideration of the following information:

- Chronological age.
- Previous public school or private school experience.
- Diagnostic test data.
- Achievement test data.
- Criterion referenced test data.

Secondary Level Students

The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age.
- Previous public school or private school experience.
- Standardized achievement test data.
- Criterion referenced test data.
- Final examination test data.
- Diagnostic test data.

A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements to earn a high school diploma. Credits earned in grades 9-12 at an accredited school will be counted toward high school graduation requirements. Students who transfer from a home school and/or a non-accredited school may be awarded credits to be counted toward high school graduation requirements at the discretion of the building principal in consultation with the superintendent of schools. The principal will consider all the factors listed above and will also consider the student's performance on the district's internal benchmark tests. (Policy 6009)

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country. (Board Policy 6009)

Student Records

The school district shall maintain student records and reports as are necessary for effective administration and in compliance with [the](#) law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home and the like, and these items will not generally be maintained by the district.

Each building principal will assign responsibilities for the preparation and maintenance of pupil records and will establish rules and regulations regarding their storage and use in the building.

[The Family Education Rights and Privacy Act \(FERPA\) provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.](#)

[If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the records they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.](#)

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School administrators" include attorneys, members of law enforcement acting on behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will

disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act. ([Board Policy 5016](#))

Field Trips

The board encourages instructional staff to incorporate field trips ~~into the curriculum off school property for educational enrichment~~. These trips should normally be conducted during the school day.

1. General Conditions

All trips must be pre-approved by the teacher's building principal. Field Trips, in-state or out-of-state require Superintendent or designee approval. Out-of-state overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

2. Parental Permission

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip. ~~Caregivers, as that~~ A student's parent or caregiver: as the term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips. The signed permission slip must be given to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips.

3. Supervision

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage. Chaperones do not have any property right in or to a chaperone assignment. The school district may deny or terminate a chaperone assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

4. Student Conduct

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones. ([Board Policy 6027](#))

Dress Code

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire:

- Bare feet (some type of footwear must be worn)
 - Undergarments (bras, underwear) should not be able to be seen
 - No-s Strapless garments Visible shoulder straps must be at least one inch wide (no tube tops, crop top shirts)
 - Any clothing that could cause damage to others or school property
 - Two-piece outfits must touch at the middle when standing and sitting
 - Pants should not be worn too low
 - No-e Clothing that shows cleavage, or is too revealing
 - Shorts, skirts and dresses should be of an appropriate length (rule of thumb for length: the location of the fingertips when standing normally)
 - Bare midriff (belly button) styles, see-through and low cut blouses, halters, tank taops or think strapped tops (spaghetti straps)
 - No-e Clothing, jewelry, or body art that advertises or promotes alcohol, tobacco, illegal drugs, or weapons
 - No-e Clothing, jewelry, or body art that is gang related, exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar language or pictures
 - ~~No clothing, jewelry, or body art which exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar language~~
 - No-h Hats, caps, bandanas, and hoods
 - No-s Sunglasses, ~~or~~ gloves or chains hanging or attached to pants or shorts
 - No-e Clothing with holes above the "fingertip length" that ~~show skin~~ expose flesh or underclothes
 - No-p Pajama pants
 - "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
 - Anything that has the potential to cause a distraction or a disruption to the educational process, or that is dangerous to the health and safety of anyone, is prohibited
1. Students are expected to comply with the Dress Code.
 2. Any school employee who notices a violation of the Dress Code may inform the student of the violation and ask them to change their clothing, or send them to the office.
 3. Violations of the Dress Code will result in disciplinary action, including but not limited to: requiring a change of clothes, detention, or suspension. If a dress code violation is also determined to violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity), the violation may result in other disciplinary measures.
 4. Although the information listed in the Dress Code is detailed and specific on many topics, it is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year.
 5. The administration reserves the right to make decisions and make rule revisions at any time to assure the well-being of all students. Should a situation or circumstance arise that is not specifically covered in this Dress Code, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

6. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval.

Student Discipline-Code of Conduct

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away) or any time while on school or district property.

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each incidence of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, band, chorus, and club activities are governed by the Student Extracurricular Activity Code of Conduct. Students who are involved in extracurricular activities may face consequences related to the activity that are different from or in addition to the consequences discussed below in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Administrative and teaching personnel may take actions regarding student behavior; ~~other than those specifically provided in this policy and the Student Discipline Act, which are that are~~ reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. ~~Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.~~ The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for imposition of student discipline

In this policy section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this [policy section](#) may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions & Detentions

[Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.](#)

[Students who ride the bus home from school will be given 24-hour notice of after-school time or a detention so that parents may make plans to pick up the student the following day.](#)

- [After-school session will not exceed 60 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences p to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.](#)
- [Detentions are up to 60 minutes, served in the central office or the detention room designated by the building principal](#)

Saturday School

[The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30 AM to 12:30 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.](#)

In-School Suspension

[The building administrator may require a student to serve in-school suspension. Students may be required to attend up to 7 hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-school Suspension will face further disciplinary action.](#)

Emergency Exclusion

[Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.](#)

Short-Term Suspension

The Principal [or the Principal's designee](#) may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, [that-which](#) occur on or off school grounds,

if such conduct interferes with school purposes or there is a [connection-nexus](#) between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the [student's-his/her](#) version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete class work, including but not limited to examinations, under the following conditions: work made up is not to exceed two days without administrator approval.

Emergency Exclusion

~~Students may be emergency excluded from school pursuant to the board's separate policy 6031 on emergency exclusion or state law.~~

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event

no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
- ~~7. The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.~~
- 8-7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
- 9-8. Engaging in bullying as defined in section 79-2,137 and in these policies;

~~10.9.~~ Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults ~~which that~~ occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

~~11.10.~~ Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

~~12.11.~~ A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:

- a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
- b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c. Violating school bus rules as set by the school district or district staff;
- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, ~~such as~~ electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging ~~in hazing~~ in initiations, defined as any ~~activity~~ ritualistic expectations, requirements or activities placed upon new members of a school organization, for the purposes of admission into the organization, even if those activities do not rise to the level of "hazing" as defined by law. Initiations are prohibited except by permission of the superintendent. ~~expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;~~
- h.i. Engaging in Hazing as defined by state law and this policy is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state

criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genital of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. for purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restriction on personal hygiene; yelling, swearing and insulting new members or rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.

- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; ~~and~~
- l. ~~Knowingly possessing~~ possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- j.m. Using any object to simulated possession of a weapon; and
- k.n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

- ~~**—The violation includes possession of a firearm;**~~
- ~~**—The violation results in child abuse;**~~
- ~~**—It is a violation of the Nebraska Criminal Code that administration believes cannot be adequately addressed by discipline from the school district;**~~
- ~~**—It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or**~~
- ~~**—It is a violation of the Nebraska Criminal Code that interferes with school purposes.**~~

Due Process Procedure

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. §79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Reporting Requirement to Law Enforcement

~~Violations of this section will result in a report to law enforcement if:~~

- ~~1. The violation includes possession of a firearm;~~
- ~~2. The violation results in child abuse;~~
- ~~3. It is a violation of state law that the administration believes cannot be adequately addressed solely by discipline from the school district;~~
- ~~4. It is a violation of state law that endangers the health and welfare of staff or students;~~
- ~~5. The report is required or requested by law enforcement of the county attorney.~~

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

6. The violation includes possession of a firearm;
7. The violation results in child abuse;
8. It is a violation of the Nebraska Criminal Code that administration believes cannot be adequately addressed by discipline from the school district;
9. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
10. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Hearing Procedure:

1. **Hearing Officer.** The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. **Administrative Representative.** The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. **Notice of Hearing.** If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. **Continuance.** Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from

time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

5. **Access to Records.** The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the school district at any reasonable time prior to the hearing.
6. **Hearing Procedure.** The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination. However the student may not be compelled to testify. A student's refusal to testify may not be used to discipline him/her at a later date nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. **Availability of Witnesses.** The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. **Record.** The proceedings of the hearing shall be recorded at the expense of the school district.
9. **Findings.** Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. **Review by Superintendent.** The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. **Notice of Determination.** Written notice of the findings and recommendations of the hearing officer and the Superintendent's determination shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the Superintendent's determination shall take immediate effect.
12. **Appeal to Board.** The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. **Review by Board of Education.** Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. **Final Decision of Board of Education.** The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail. (Board Policy 6024)

Emergency Exclusion

Grounds for Emergency Exclusion

Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

- (a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- (b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or

others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion

In the event it is appropriate to consider the extension of an emergency exclusion (exclusion) of a student for more than five school days. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of exclusion beyond five days, such consideration shall be considered according to the procedures set forth below.

1. **Notification of Student's Parent(s) or Guardian(s).** The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.
2. **Opportunity to Request a Hearing.** The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.
3. **Failure to Request a Hearing.** If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.
4. **Appointment and Qualifications of a Hearing Examiner.** If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.
5. **Hearing Examiner's Notice to Parent(s) or Guardian(s).** The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.
6. **Continued Exclusion.** If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.
7. **Examination of Student's Records and Affidavits.** Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.
8. **Attendance at Hearing.** The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.
9. **Student's Witness(es).** The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

10. **Right to Know Issues and Nature of Testimony.** The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.
11. **Presence of Student and Witnesses at the Hearing.** The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.
12. **Sworn or Affirmed Testimony.** The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.
13. **Hearing Examiner's Report and Recommendations.** The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.
14. **Superintendent's Decision.** The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Saturday School

Saturday School may be assigned for but not limited to the following reasons: missed detentions, some unexcused absences, excessive tardies, incomplete assignments and/or disciplinary infractions determined by the school principal. Schoolwork or assigned activities will be performed at this time. "Saturday school" may be held evenings or days when school is not in session.

Student Bullying

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing patterns of physical, verbal or electronic abuse." The District's administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyber bullying behaviors.

Disciplinary Consequences

The disciplinary consequences for bullying behavior will depend on the severity, frequency, duration, severity and effect of the behavior- [and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.](#)

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to ~~long-term~~ suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status

Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's anti-discrimination policies.

Support for Students Who Have Experienced Bullying

Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education

Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying and bullying prevention. (~~Board Policy 5054~~)

Cell Phones and Other Electronic Devices

~~Students are prohibited from using cellular phones during the instructional day. Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.~~

Students may use cell phones or other electronic devices at school on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption ~~and approved by school staff~~. Students may not use cell phones or other electronic devices while they are in locker room or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class. "Electronic device" includes i-pods, i-pads, laptops and any other device that stores and communicates data by electronic means.

By bringing electronic devices or cell phones to school, students consent to the search of said devices by certificated school staff when the staff determines that such a search is reasonable or necessary.

~~Students may have cell phones and other electronic devices while they are in school. Students may use electronic devices in classrooms with the express permission of the classroom teacher.~~

~~Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, e-mails or other material of a sexual, bullying or illegal nature in electronic or any other form on a computer, cell phone or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.~~

Students may use cell phones or electronic devices while riding in school vehicles provided they have express permission to do so from the supervisor or driver of the vehicle.

Students shall be personally and solely responsible for the security of their cell phones, pagers and other electronic devices. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone or any other electronic device.

Students who violate this policy will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's ~~to the~~

parent or guardian ~~of the offending student~~, after meeting with the parent or guardian to discuss the ~~rule~~ violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion. ~~(Board Policy 6025)~~

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries

Lockers and Other School Property

~~Lockers are the property of the school district and students are permitted to use them without charge. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause. (Board Policy 5036) The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.~~

Computer Usage and Internet Guidelines

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

1. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or music sharing systems including, but not limited to, Aimster or Freet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.

6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

2. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;

- c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
- d. Other discipline as school administration and the school board deem appropriate.

3. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

Protection of Students

1. Children’s Online Privacy Protection Act (COPPA)

- a. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
- b. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school’s use of student information is solely for educational purposes.

c. Education About Appropriate On-Line Behavior

- 1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
- 2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyberbullying awareness and response.
- 3. The School District’s Technology Coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

b. _____

Copyright and Fair Use

The school district complies with federal copyright laws. Student must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review Copyright for Students found at <https://www.whishostingthis.com/resources/student-copyright>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following website: <https://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Books & Fines

Textbooks are supplied at no cost to students and are checked out by the teacher in each class. Students are responsible for checking in the textbook (showing only normal wear) at the end of the term. Damage to books such as torn pages, broken covers, ink or pencil marks, etc. are subject to a fine at the discretion of administration.

Recess/Outside Temperature Guidelines

Outside recesses are required throughout the year for all elementary students. They are expected to wear adequate clothing and boots for cold and wet weather. Please mark all outdoor clothing for identification. Building administrators make the final decision as to whether students remain outside or in the building due to a variety of playground and weather conditions, including:

- When weather is raining or snowing heavily.
- When the temperature or chill factor is 0° F.
- When lightning or approaching storm is in the immediate area.

Parents may send a note to have a child remain inside at recess for one day if a child is returning from an illness or another related reason. A doctor's note is required for an extended (more than one day) indoor recess.

Bicycles

Bicycles may be ridden to and from school. Parents are responsible for student safety during those trips. For the safety of all children, bike riders must dismount their bicycles while on school property and while crossing school intersections. The school is not responsible for damage to, or the theft of, bicycles brought to school.

Student Driving and Parking

Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school property is 5 miles per hour. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools.

Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

By driving a vehicle to school, parking on property, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules. ([Board Policy 5033](#))

Pupil Transportation

It is the goal of the school district to provide safe, comfortable and reliable transportation for bus-riding school children.

1. Emergency Procedures

A. Mechanical breakdown

In the event of a mechanical breakdown, the driver will:

1. Stop the bus in a safe location
2. Keep passengers in the bus, if it is safe to do so
3. Take steps to warn motorists, by activating hazard lights and placing emergency triangles
4. Radio or call for assistance

B. Injuries/Medical Emergencies

If a student is seriously injured or suffers from a medical emergency, the driver will stop the vehicle at the first safe opportunity. The bus driver will provide emergency medical assistance in accordance with the driver's first aid training. The bus driver will notify the school district of the emergency using the radio or other communication equipment. The district will then summon emergency medical services by immediately calling 911. If the bus driver cannot reach the district, the driver should send an adult or a responsible student to a telephone to call 911 and then the district.

C. Severe Weather

1. Tornadoes

If a driver determines that there is likelihood that a tornado will hit a vehicle, and there is not an escape route available or time to drive to a safe location, the driver will evacuate the bus, taking only the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the vehicle far enough away from the vehicle so that the bus will not roll over on the students. The driver should instruct students to cover their heads with their arms. If the students are wearing coats or jackets, they can be used to provide additional protection for their heads and bodies. If there is no time to evacuate the students after stopping the vehicle, the driver should have the students remain in their seats and assume a protective position with their heads below window level.

2. Winter Weather

If the school district determines that a bus route is too dangerous to drive due to winter weather conditions, the district will cancel bus service on that route. This decision will be announced via local radio stations, Blackboard Connect and TV stations on the affected day.

Parents must ensure that students are appropriately dressed for winter conditions. Students shall not wait for a school bus in winter weather for more than 15 minutes past the scheduled pick-up time. If the bus has not arrived by that time, pupils are to return to their homes or to another place of shelter that the student and his or her parent have prearranged.

D. Weapons, Hazardous Substances and Dangerous Contraband

If a driver discovers that a passenger may have a weapon, hazardous substance or other dangerous contraband on the bus, he or she should remain calm and call for assistance. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform passengers of the presence of the weapon or other contraband.

E. Terroristic Threat

If a driver receives a terroristic threat that he or she deems credible, he or she will notify the school district of the threat using the radio or other communication equipment. After consulting with school officials, the driver will determine whether the threat requires evacuation of the bus. The school will promptly notify the authorities of the threat.

For purposes of this policy, a terroristic threat is a threat to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of the bus or in reckless disregard of causing such terror or inconvenience.

F. Emergency Incident Reports

Bus drivers will provide written documentation of any of the emergency events specified in this policy by completing the incident form attached hereto. This documentation must be submitted to the school administration within 24 hours of the event.

2. Drop-off

Drivers will drop students off at a location pre-determined through communication between the school district and parents/guardians. In the event the drop-off location is uncertain or appears to be unsafe, the driver will communicate with school staff in the building to seek additional guidance.

In no event will a driver drop a student off in a location which in the reasonable judgment of the driver appears to be unsafe. Drivers who believe the drop-off location to be unsafe shall release students directly into the custody of a parent/guardian or shall return students to their school building.

3. Evacuation of Students With Disabilities

The Transportation supervisor, in consultation with bus drivers and members of the administrative team, shall develop a written emergency evacuation plan for each bus route. The plan shall include an assessment of each student's ability to evacuate himself or herself as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any equipment on the bus that would aid in the actual evacuation.

4. Student Behavior on School Vehicles

Riding the school bus or school vehicle is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding on the bus.

Rules of Conduct on School Vehicles:

- A. Students must obey the driver promptly.
- B. Students must wait in a safe place for the bus or school vehicle to arrive, clear of traffic and away from where the vehicle stops.
- C. Students must arrive at the bus stop before the bus is scheduled to arrive. The bus driver will not wait for tardy students.
- D. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- E. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- F. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- G. Students are prohibited from throwing or passing objects on, from, or into vehicles.
- H. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- I. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- J. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion.
- K. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.

- L. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- M. Students must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- N. Student must respect the rights and safety of others at all times.
- O. Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- P. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- Q. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

5. Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

- A. Note home to parents
- B. Suspension of bus riding privileges
- C. Exclusion from extracurricular activities
- D. In-school suspension
- E. Short term or long term suspension from school
- F. Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

6. Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement. (Board Policy 5044)

Routine Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier

cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Upon request, the Federal law requires school districts to will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district in writing that they do not want this information disclosed without their prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given to opportunity to prevent the release of this directory information by filing a written objection with the district. (Board Policy 5017). Parents who OBJECT to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1st.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of FERPA statues and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of Personal Identifiable Information from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any disclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to official of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington, D.C. 20202-4605

Safety Drills

Fire, tornado, bus, and crisis drills are held on a regular basis. In cooperation with the Wayne & Dixon County Sheriff's Departments and Fire Departments, a district Crisis Plan has been established for each attendance center. In case of an emergency, teachers and students may be evacuated from the school and taken to an alternative site. In the event of a safety concern, appropriate communication will be distributed to district patrons through varying forms as determined by the district safety team. Please do not come to the school or tie up the school's telephone lines with incoming calls during this time

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher or principal. If appropriate, the teacher/principal may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol or tobacco or withe on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Section prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle, at a school activity or otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies. The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law. ([Board Policy 5030](#))

Sex Discrimination & Sexual Harassment of Students

Sex Discrimination

The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Any individual who believes he or she is being discriminated against on the basis of race, color, national origin sex, marital status, disability, or age may seek relief by filing a complaint pursuant to the board's complaint policy or contacting the district's Title IX coordinator.

Sexual Harassment

Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment of its students, even when the affected student does not complain to the faculty or the administration. Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment behavior has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment. A student who feels he or she has been sexually harassed should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom she or he feels comfortable. Retaliation against student who make good faith reports of sexual harassment is prohibited.

Disciplinary Decisions

A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observation of educators, or any other credible evidence. Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct. [\(Board policy 5026\)](#)

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. [This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract.](#) When such efforts do not resolve matters satisfactorily, [including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age,](#) a complainant should follow the procedures set forth below:

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is ~~is~~ more likely than not that misconduct occurred.

Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom [the complainant has a concern, he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied.](#) For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. [However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.](#)

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at ocr.kansascity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268 -0599.
3. When a complainant submits a complaint to an administrator, or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a. Determine whether the complainant has discussed the matter with the staff member involved.
 - i. If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - ii. If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant to determine:
 - i. All relevant details of the complaint;
 - ii. All witnesses and documents which the complainant believes support the complaint;
 - iii. The action or solution which the complainant seeks.
 - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the building administrators decision regarding a complaint he or she may appeal the decision to the superintendent.
 - a. This appeal must be in writing.
 - b. This appeal must be received by the superintendent no later than ten (10) business days from the date or the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c. The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complainant involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received the written appeal.

5. -If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
 - a. This appeal must be in writing.
 - b. -This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c. -This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e. There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:
 - a. Determine whether the complainant has discussed the matter with the superintendent.
 - i. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.
 - ii. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Determine, in his or her sole discretion, whether to refer the matter to the board of education for consideration at a regular or special meeting.
 - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.
7. NO Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.
8. BAD Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individual Complaints ~~who filed complaints~~ (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution or (c) for the purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is not appeal from dismissal mad pursuant to this section.

Special Rules Regarding Education Services and Related Services to Students with Disabilities

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be

used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Right adopted by the board of education.

Complaints about the educational services provided to a student who is suspect of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Police Questioning Students

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

"Law enforcement officer" means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

"Parent" means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student's education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All reasonable attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

School Related Criminal Activity

This section applies to alleged or suspected criminal activity that occurs on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of his or her rights against self-incrimination.

If at any time the district's representative believes that the questioning is being conducted in an inappropriate manner and clearly contrary to the rights of the student, then the representative shall request that the law enforcement activities cease. The building principal will also make another attempt to contact the student's parent.

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contacts with law enforcement officer.

Non-School Related Criminal Activity

Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

Taking a Student into Custody

Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse.

Child Abuse and Neglect

When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a proper identification from the authorities or officials. If a student interview is conducted on school grounds, the building principal or designee and such other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.

Student Records

Student records will be shared with law enforcement officers only as allowed by state and federal law.

Use of Sniffer Dogs

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in Policy 3045.

Notice To Students and Staff

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff, and patrons are urged to immediately report any

statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment

1. Obligation to Report Threatening Statements or Behaviors

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and student must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principals, school counselors, school psychologist and school nurse. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team

2. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication

sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, student are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits student from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and Angel Sense devices

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Immunizations

1. General Rule

- a. Each student wishing to enroll in the school district is required to show proof of adequate immunizations for ~~against~~ measles, mumps, rubella, varicella (chicken pox), poliomyelitis, diphtheria, pertussis (whooping cough), hepatitis B, and tetanus prior to enrollment. All other immunizations required by the State of Nebraska, in addition to the above, must be followed.
- b. The district is not responsible for the cost of such immunizations.
- c. Any student who does not comply with this policy shall not be permitted to continue attending school.

2. Exceptions

- a. Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for thirty (30) days without the necessary immunizations.
- b. Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:
 - A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household.
 - An affidavit signed by the student or a legally authorized

representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.

- c. Students who are exempt from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease among the school population. ([Board Policy 5010](#))

Health Practices

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

1. Prescription medication
 - a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
 - b. Parents/guardians must provide their own written permission for the administration of the medication.
 - c. The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.
 - d. Asthma / Allergy: Parents/guardians must complete the Asthma/Allergy Action Plan (2 forms).
2. Non-prescription medication
 - a. Parents/guardians must provide written permission for the administration of the medication
 - b. The medication must be brought to the school in the manufacturer's container.
 - c. The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician. ([Board Policy 5024](#))

Illnesses & Communicable Diseases Guidelines and Recommendations

School Guidelines:

1. If a child comes to the nurse's office and complains of not feeling well and has a temperature of 100.0 or above, your child will be sent home from school.
2. Chicken Pox - Chicken Pox is a highly contagious disease. If your child comes down with Chicken Pox, he/she will not be allowed to return to school until 7 days from the time they broke out.
3. Head Lice - Students found to have head lice or louse eggs or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately. Students will not be permitted to return to school until the district finds that no live lice or eggs, nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school. (Board Policy 5062)
4. The school nurse will then check everyone concerned with head lice again. All washable clothes, coats, hats, bed linens, afghans, throw pillows, etc., should be washed in hot water and dried on the highest ~~drier~~ dryer setting. Carpets and upholstered furniture should be vacuumed. Non-washable items should either be dry-cleaned or wrapped in a plastic bag for 10 days.
5. Impetigo - Red lesions, often with scab and discharge. Highly contagious. If noted on your child, you will be asked to remove him/her from school. He/she may return to school as soon as prescribed antibiotic salve is applied to the area. A doctor's prescription is required for Impetigo treatment. If the area does not improve dramatically in 2 to 3 days, your child will need an internal antibiotic medication prescribed by your doctor.
6. Conjunctivitis (Pink Eye) - If noted on your child, we will ask that you remove your child from school. He/she may return as soon as he/she is on medication - a prescription from your doctor. Please bring a doctor's note or a prescription medication to the office when you come back to school.
7. Children with communicable diseases such as head lice, chickenpox, measles, mumps, and rubella will be excluded according to [Title 173 - Nebraska State Department of Health and Human Services guidelines](#). [If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call Mrs. Angie Borg \(402\) 287-9892](#)
8. Ring-~~W~~worm-Fungal infection appearing as scaly oval lesions of the skin. Treatment needs to be started and area must be covered.

Recommendations:

1. If your child has any of these symptoms: above-normal temperature (100° or more), upset stomach, headache, earaches, diarrhea, sore eyes, cough, rash or skin eruptions, and/or pain or swelling, it is best to keep them home until consulting with your physician. Students may return to school when they are fever and symptom-free for 24 hours.
2. Students habitually absent due to illness may be required to provide the school with a doctor's written excuse for each absence.
3. Absences due to illness will count toward the absence limitations.

Eye Exam

The parent(s) or guardian(s) of (1) ~~a~~All incoming students in the beginner grade and (2) ~~enrolling in kindergarten or transferring into the school district from all out-of-state transfer students~~ must provide evidence of a vision examination by a qualified vision health care provider. They must provide evidence of the vision examination within sixty days after the student's enrollment. The health care provider must test the student ~~undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse or optometrist, which consist of testing for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing.~~ They must provide evidence of the vision examination within six months prior to entrance. They must provide evidence of the vision examination within sixty days after the student's enrollment. Any parent(s) or guardian(s) who object to a vision examination must submit a signed and dated refusal form to the school. Parents or guardians who wish to receive information regarding free or reduced-cost visual evaluations may contact Kids Connection at (877)-NEB-KIDS or the Nebraska Optometric Association at (800) 766-4466. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students of if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services or which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Mrs. Lori Harding, who may be contacted at (402) 287-2012. This School District will comply with the federal and state law related to homeless students.

1. ~~General Policy~~

The school district will provide tuition free education for homeless children and youth who are in the district and accord them the educational rights and legal protections provided by state and federal law. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless and shall have access to the same services offered to other students. It is the intent of this policy to remove barriers to the enrollment and retention of homeless children and youth in the school district.

2. ~~Homeless Liaison~~

The district's homeless liaison is Lori Harding. Students in homeless situations who require assistance should contact the liaison at (402) 287-2012 or in person at 802 Highland Street, Wakefield, NE 68784.

~~3. Definitions~~

- ~~a. "Homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence and include~~
 - ~~i. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals or are awaiting foster care placement; and~~
 - ~~ii. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;~~
 - ~~iii. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and~~
 - ~~iv. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).~~
- ~~b. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by the act of Congress or by state law.~~
- ~~c. "Child" and "youth" refers to persons who, if they were children of residents of the District, would be entitled to a free education.~~
- ~~d. The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.~~
- ~~e. "School of origin" means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.~~

~~4. **Strategies to Address Enrollment Delays.** In order to address enrollment delays resulting from homelessness, the school district shall immediately enroll homeless students even if they are unable to produce records normally required for enrollment such as immunization and medical records, residency documents, birth certificates, school records, or other documentation, or guardianship documents. The school district shall immediately contact the school last attended by the student to obtain academic and other records. The school district's homeless liaison shall assist in obtaining necessary immunizations, or immunization or medical records.~~

~~5. **Transportation.** Transportation shall be provided to homeless students to the extent required by law and comparable to that provided to students who are not homeless. At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation shall be provided to and from the school of origin as follows:~~

- ~~a. If the homeless child or youth continues to live in the area served by the school district, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the school district.~~
- ~~b. If the homeless child's or youth's living arrangements in the area served by the school district terminate and the child or youth, though continuing his or her education in the school district, begins living in an area served by another school district, the school district and the new school district in which the homeless child or youth is living shall negotiate to agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school district. If the districts are unable to agree, the responsibility and cost for transportation shall be shared equally.~~

~~6. **Dispute Process.** If a dispute arises over school selection or enrollment in a school:~~

- a. _____ The child or youth shall be admitted immediately to the school in which enrollment is sought, pending resolution of the dispute;
- b. _____ The child, youth, parent, or guardian shall be referred to the district's homeless liaison who shall carry out the dispute resolution process within (30) thirty calendar days after receiving notice of the dispute;
- c. _____ The parent or guardian of the child or youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision within (30) thirty calendar days of the time such complaint or dispute is brought.
- d. _____ In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought pending resolution of the dispute.

7. _____ Appeal Process

- a. _____ **Nebraska Department of Education.** If the Complainant is not satisfied with the written decision of the District after the dispute resolution process, the Complainant may appeal the decision of the District to the Commissioner of the Nebraska Department of Education within (30) thirty calendar days of receipt of the decision from the District, pursuant to Nebraska Department of Education Rule 19.
- b. _____ **State Board of Education.** If the Complainant is not satisfied with the decision of the Commissioner, the Complainant may file a Petition with the State Board of Education within (30) thirty calendar days of the receipt of the decision of the Commissioner pursuant to Nebraska Department of Education Rule 19.

504 Plan

The school district will provide appropriate services to all children who qualify for them under Section 504 of the Rehabilitation Act of 1973.

1. Complaints concerning entitlement to student services under Section 504 should be filed with the school district's 504 Coordinator. All complaints must be in writing and signed by the person making the complaint. The 504 Coordinator may be contacted at: Mr. Jerad Wulf, Elementary Principal, 802 Highland Street, PO Box 330, Wakefield, Nebraska 68784, (402) 287-9892.
2. The coordinator will conduct an initial review of the complaint and attempt to effect a resolution. If the coordinator cannot resolve the complaint, the complaining party will be so advised in writing. In reviewing the complaint, the coordinator will meet with the complaining party, the complaining party's representative(s), and appropriate school district personnel including, but not limited to, the child's teacher(s) and school counselor.
3. If the coordinator does not resolve the complaint, the parties may agree to consult with a mediator from the Department of Education.
4. If the parties are unable to resolve the complaint through mediation, the party filing the complaint will be advised of the right to file the complaint with the Office of Civil Rights, U.S. Department of Education, Region VII, Kansas City, Missouri, or to initiate judicial remedies as permitted by law.
5. All meetings that the complaining party is to attend shall be scheduled at a time convenient to both the complaining party and the coordinator. (Board Policy 6022)

Student Insurance

The school district is not an insurer of student safety, and parents are encouraged to secure insurance covering their students' healthcare needs, including catastrophic coverage for injuries which may be sustained while participating in athletics or other extracurricular activities. (Board Policy 5025)

Extracurricular Activities

Code of Conduct

Students are encouraged to participate in Wakefield Community School's extra-curricular activities. Participation in activities is a privilege, which carries with it responsibilities to the school, team, student body, and community. Participants are not only representing themselves, but also their school and community.

Activities subject to the Code of Conduct

Extracurricular activities shall include, but are not limited to: all athletics, Speech, FCCLA, FBLA, FFA, STUCO, Play Production, and National Honor Society. Activities under these guidelines shall also include Homecoming (including coronation and dance), Prom (including the grand march and dance), Post Prom, the Athletic Banquet, and the band/music trip. Music students will be under the Code of Conduct guidelines for solo or small group performances, but shall be allowed to participate in large group performances [\(such as home pep band events, or home concert events\)](#) since these are part of their academic grade for those classes. Students participating in activities are representing our school and subject to additional voluntary guidelines in order to be involved in the activity. General student discipline guidelines still apply.

Extracurricular Drug Testing Program

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs. Consequences will include suspension from activities for a specified number of school days. The suspension will include weekends and holiday breaks that occur during the specified span of school days. School days shall be considered to be day's school is in session during the normal school year, as per the approved school-year calendar. In the case in which the school year comes to an end before the activity suspension has expired, the consequence will carry over to the following school year.

1. Purpose of Random Drug Testing

- a. The school district has recognized that observed and suspected drug and alcohol use and abuse has increased among the student population, including students participating in extracurricular activities.
- b. The school district seeks to provide safe, drug-free schools.
- c. The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.
- d. The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
- e. The school district finds that the drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.

2. **Notice.** Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student handbook.

3. **Drug Testing Coordinator.** The Drug Testing Coordinator shall be the Superintendent or his or her designee unless otherwise indicated.

4. **Extracurricular Activities.** This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district which includes but is not necessarily

limited to the following:

For grades 9-12:

Art Club, Baseball, Basketball, District Music Contest Participants, FBLA, FCCLA, FFA, Football, Golf, NHS, One-Act, Pep Band, Quiz Bowl, Speech Team, Student Council, Swing Choir, Track, Volleyball, Wrestling.

For grades 7-8:

Basketball, FBLA, FCCLA, FFA, Football, Student Council, Swing Choir, Track, Volleyball, Wrestling.

For testing purposes, an emphasis may be placed on activities that are currently “in-season” but the district may draw from the roster of other “out-of-season” activities as well.

5. Students Who Are Required to Submit to Drug Testing

- a. **Grades.** All students in grades 7-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.
- b. **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.
- c. **Selection Pool Eligibility.** Students shall remain in the selection pool for an entire school year from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool. Students in grades 7 and 8 will be in their own selection pool, and students in grades 9-12 will be in a separate selection pool.
- d. **Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for 90 school days. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for 90 school days from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.

6. Drugs. Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. “Drugs” means:

- a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
- b. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
- c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).

7. Testing Procedures

- a. **Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list may be submitted to the Drug Program Administrator (DPA).
- b. **Reasonable Suspicion Testing.** In addition to random drug testing, a student is subject to drug testing at any time when the Drug Testing Coordinator determines

there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Testing Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable.

- c. **Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardians may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.
- d. **Type of Test.** The school district reserves the right to utilize breath, saliva, hair or urinalysis testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).
- e. **Collection Site.** The Drug Testing Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.
- f. **Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA or school administration shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- g. **Drugs.** Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, methamphetamines, marijuana, opiates, and phencyclidine.
- h. **Results.** The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The Drug Testing Coordinator shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.
- i. **Request for a Retest.** A positive test will be saved by the MRO, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Testing Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split

sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.

8. **Negative Tests.** Students and their parents will receive verbal or written notice when the student's test result is negative.
9. **Consequences for Testing Positive.** Whenever the test results indicate the presence of drugs, Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows. At the end of each consequence period, the student must submit another test and the test must be negative before becoming eligible again. All offenses are cumulative in grades 7-8. Offenses that occur in grades 7-8 shall not count as offenses in grades 9-12. All offenses are cumulative in grades 9-12:
 - a. **First Offense**
 - i. The student may be required to attend practice.
 - ii. The student will be ineligible to publicly perform in any extracurricular activity for 30 school days. The day of the positive test result shall be the first day for counting purposes. In the case of the student admitting guilt prior to a positive test, the day of admission of guilt shall be the first day for counting purposes. In this case, the student will still be asked to submit a test.
 - b. **Second Offense**
 - i. The student may be required to attend practice.
 - ii. The student will be ineligible to publicly perform in any extracurricular activity for 60 school days. The day of the positive test result shall be the first day for counting purposes.
 - iii. The student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement into the extra-curricular activities program.
 - c. **Third and Subsequent Offenses**
 - i. The student will be ineligible to publicly perform in any extracurricular activity for 180 school days. The day of the positive test result shall be the first day for counting purposes.
 - ii. The student shall obtain a drug/alcohol counseling evaluation and follow said recommendations, at parents' expense.
 - iii. The student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement into the extra-curricular activities program.
10. **Refusal to Test.** A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall be deemed to have submitted a positive test.
11. **Tampering.** Tampering is the use of any agent or technique which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Testing Coordinator or the MRO determines that a student tampered with a drug test, the student shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for 180 school days.

The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 9 of this Policy.
12. **Maintenance of Records.** All results of drug testing shall be confidential. Procedures

for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

13. **Appeal.** A student participating in extracurricular activities who has been determined by school district officials to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). The request for a review must be submitted to the Superintendent in writing within seven (7) school days of notice of the positive test. A student requesting a review will be deemed ineligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be final in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.
14. **Severability.** If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

Alcohol, Tobacco & Controlled Substances

Alcohol

1. Students are not to be in possession of alcohol, may not consume alcohol or be in the presence of minors consuming alcohol.
2. Student is cited for substance abuse (MIP, DUI, DWI), or witnessed under the influence or in possession of alcohol by a certified staff.

First Offense - Self-Reported

1. The self-report guideline can only be used on a student's first offense.
2. Student must report the violation to a teacher, coach, or administrator by the following school day, practice day, or game day (whichever comes first).
3. The student may be required to attend practice.
4. The student will be ineligible to publicly perform in any extra-curricular activity for 15 school days. Suspension includes weekend activities that occur during the 15 school day span.

First Offense – Non Self Reported

1. The student may be required to attend practice.
2. The student will be ineligible to publicly perform in any extracurricular activity for 30-school days. Suspension includes weekend activities that occur during the 30 school-day span.

Second Offense

1. The student may be required to attend practice,
2. The student will be ineligible to publicly perform in any extracurricular activity for 60-School days. Suspension includes weekend activities that occur during the 60 school-day span.
3. Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.

Third and Subsequent Offenses

1. The student will be ineligible to publicly perform in any extracurricular activity for 180 school days. The date of the incident will be the first day for counting purposes.
2. Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.
3. The student shall obtain a drug/alcohol counseling evaluation and follow said recommendations, at parent's expense.

Tobacco Offenses

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

First Offense

10-School day suspension from activities, including weekend activities that occur during the 10 school-day span.

Second Offense

20-School day suspension from activities, including weekend activities that occur during the 20 school-day span.

Third and Subsequent Offenses

40-School day suspension from activities, including weekend activities that occur during the 40 school-day span.

Controlled Substance Offenses

Student is cited, or convicted of being in possession of, or under the influence of, or is found to have intent to sell or distribute any controlled substances or illicit drugs by school staff or law enforcement will result in suspension from any extra-curricular school activities for 180 school days. The date of the incident will be the first day for counting purposes. Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.

The coaches/sponsors and administrators will work together to determine the specific dates of sporting events or activities in which the students are deemed ineligible.

School-Parent - Student Compact

Wakefield Community School

20189-201920 School Year

~~This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. At the annual parent-teacher conferences the compact shall be discussed as it relates to the individual child's achievement.~~

The Wakefield School District and the parents of students participating in activities, services, and programs funded by Title 1 agree that this Compact outlines how the parent, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children meet or exceed the District's standards.

Teacher/School Responsibilities:

It is important that students achieve. I agree to do the following:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
- 1. Consider the promises made in the Compact at parent-teacher conferences
- 2. Regularly communicate with parents on their child's progress. Providee parents with progress reports as requested an pursuant to district policy.
- 3. Demonstrate professional behavior and positive attitude. Communicate and work with families to support student's learning.

Parent/Caring Adult Responsibilities:

I want my child to achieve; therefore I will encourage him/her by doing the following as a parent, will support my child's learning in the following ways:

- Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
- Support your child's learning - volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
- Make sure my child is at school every day and on time, unless he/she is ill.
- Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.
- Value and support my child's attendance at school;
- Ensure that homework is completed
- Promote positive use of my child's extracurricular time;
- Participate in parent groups that support the district's students;
- Endeavor to stay informed about my student's progress and request updates as needed.

Student Responsibilities:

I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following as a student will share the responsibility to improve my academic achievement in the following ways:

- Be at school every day and on time unless I am sick.

- ~~Come to school each day prepared with supplies and an attitude to learn.~~
- ~~Be responsible for my own behavior.~~
- ~~Respect and cooperate with other students and adults.~~
- ~~Return completed schoolwork on time.~~
- Cooperate with my teachers in school and be responsible for my behavior;
- Complete all of my homework assignments on time;
- Participate to the best of my ability in all of my classes;
- Participate in extracurricular activities which will help me become a better student and stay active in my school and community;
- Let my teachers and family know when I need help.

(Form 20189)

WAKEFIELD COMMUNITY SCHOOL

802 HIGHLAND, PO BOX 330

WAKEFIELD, NE 68784-0330

Jerad Wulf, Principal K-6, jwulf@wakefieldschools.org

[Jason Heitz](mailto:jheitz@wakefieldschools.org)[Matt Farup](mailto:mfarup@wakefieldschools.org), Principal 7-12, jheitz@wakefieldschools.org

Mark Bejot, Superintendent, mbejot@wakefieldschools.org

Phone: 402-287-2012 (HS) 402-287-9892 (Elem)

FAX: 402-287-2014

<http://www.wakefieldschools.org>

CONSENT TO PERFORM RANDOM DRUG TESTING

20189-201920

Student Name _____ Grade _____

As a student and parent:

- < We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
- < We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
- < We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.
- < We understand this is binding while a student is enrolled in Wakefield Community School District.

CONSENT TO PERFORM DRUG TESTING

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs and alcohol in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities in which this student might participate during the current school year.

We hereby release the Wakefield Community School Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

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Collaborative Plan Addressing Barriers to Attendance

Student Name: _____

Student Grade: _____

Building: _____ Classroom/Homeroom Teacher: _____

Date of Meeting: _____ Number of absences at time of meeting: _____

What are the primary reasons the student has been absent: _____

Based on that information, meeting participants considered the following issues (check all that apply):

- Illness related to physical or behavioral health of the child
- Educational Counseling
- Referral to community agencies for economic services
- Family or individual counseling
- Assisting the family in working with other community services
- Referral to student assistance team for possible Section 504 or IDEA eligibility
- Other: _____

Attendance Plan

Based on the above considerations, this attendance plan will be put into place:

Steps to be taken by school staff: _____

Steps to be taken by student: _____

Steps to be taken by parent/guardian: _____

Steps to be taken by third parties: _____

Signatures of Meeting Attendees:

Parent/Guardian: _____

Student: _____

Attendance Officer: _____

Social Worker or School Administrator: _____

Other (indicate title): _____

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. ***Please note that if your student accrues more than 20 absences, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).***

I have received a copy of this Plan, including the above notice:

Parent/Guardian: _____

Student: _____

(Form 2014)

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Non-Prescription Medication Parent Permission Form

Student Name _____
_____ Date _____

Name of Medication Dosage to be given: _____

Time Medication is to be given: _____

What is medication being given for: _____

Any special directions or comments: _____

If medication is being given when child has a specific complaint (EXAMPLE: headache), how many hours apart should above dosage be given? _____

I hereby grant the designated school personnel permission to administer the above named medication to the above named child according to my directions.
Parent/Guardian

Signature _____
_____ Date _____

1. All medication must be in original container with a label and child guard cap.
2. All medication dosages and times to be given must correspond to directions on the container. (EXAMPLE: no Extra Strength Tylenol or adult cough syrup to a child under the age of 12)
3. The medication and permission forms shall be left with the office personnel at the start of the day.
4. Parents/Guardians will assume the medication is administered per request unless the designated personnel or school nurse notifies them by phone or note that the medication was not given and the reason why.
5. Parents/Guardians are encouraged to pick up any unused medication as soon as possible after the child has completed taking it. At the end of the school year any medication that has not been picked up by the parent/guardian will be destroyed.

|

(Form 2010)

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Prescription Medication Authorization Form Administration of Medication at School

Student Name: _____
_____ Birth Date: _____

School: _____
_____ Grade: _____

THIS PORTION TO BE COMPLETED BY PHYSICIAN/DENTIST/PROVIDER

<u>Name of Medication</u>	<u>Time of Day</u>	<u>Dosage</u>
<u>Route</u>		
_____	_____	_____

If give prn specify the length of time between doses _____
Inhalers: _____

_____ **Indicate if student must carry on his/her person**
Student is capable of self-administration of medication _____ Yes _____ No
Possible side effects of medication _____

Is it safe for unlicensed staff to provide this student this medication _____ Yes _____ No
Emergency procedure in case of serious side effects _____

I request and authorize that the above-named student be administered/provided the above-identified medication in accordance with the instructions indicated above from _____ to _____ (not to exceed the current school year) as there exists a valid health reason which makes administration of the medication advisable during school hours.

Date of Signature
Physician/Dentist/Provider Signature

Name: _____
Telephone Number
(Print or Type)

Please Note: If samples of medication are to be given, they must be labeled with the name of the student, dosage, route, and time to be given

THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN

I request/authorize the school to give medication to my student in accordance with the health care provider's instructions written above. I understand that unlicensed staff may be assigned to provide medication to my student, and I accept ultimate responsibility for monitoring the effects of this medication.

Permission to carry inhaler _____ Yes _____ No

Permission to self-administer medication ____ Yes ____ No

Date

Work

Parent/Guardian Signature

Phone #

Home

(Form 2014)

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Asthma Treatment

Give **quick relief medication** when student has asthma symptoms, such as coughing, wheezing or tight chest.

- Albuterol HFA (Proventil, Ventolin, ProAir) 2 inhalations
- Levalbuterol (Xopenex HFA) 2 inhalations
- Pirbuterol (Maxair) 2 inhalations
- Use inhaler with valved holding chamber
- Albuterol inhaled **by nebulizer** (Proventil, Ventolin, AccuNeb)
 - .63 mg/3 mL 1.25 mg/3 mL 2.5 mg/3 mL
- Levalbuterol inhaled **by nebulizer** (Xopenex)
 - 0.31 mg/3 mL 0.63 mg/3 mL 1.25 mg/3 mL
- May carry & self-administer inhaler (MDI)
- Other: _____

Closely Watch the Student after Giving Quick Relief Medication

If, after 10 minutes:

- Symptoms are better, student may return to classroom after notifying parent/guardian
- Symptoms are not better, give the treatment again and notify parent/guardian right away
- If student continues to get worse, CALL 911 and use the Nebraska Schools' Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol

Anaphylaxis Treatment

Give **epinephrine** when student has allergy symptoms, such as hives, hard to breathe (chest or neck "sucking in"), lips or fingernails turning blue, or trouble talking (shortness of breath).

- EpiPen® 0.3 mg EpiPen® Jr. 0.15 mg
- Auvi-Q™ 0.3 mg Auvi-Q™ 0.15 mg
- AdrenaClick® 0.3 mg AdrenaClick® 0.15 mg
- May carry & self-administer epinephrine auto-injector
- Use epinephrine auto-injector immediately upon exposure to known allergen
- If symptoms do not improve or they return, epinephrine can be repeated after 5 minutes or more

Lay person flat on back and raise legs. If vomiting or difficulty breathing, let them lie on their side.

CALL 911 After Giving Epinephrine & Closely Watch the Student

- Notify parent/guardian immediately
- **Even if student gets better, the student should be watched for more symptoms of anaphylaxis in an emergency room**
- **If student does not get better or continues to get worse, use the Nebraska Schools' Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol**

This student has a medical history of asthma and/or anaphylaxis and the use of the above-listed medication(s) has been reviewed by the HCP. If medications are self-administered, the school staff **must** be notified.

Additional information: (i.e. asthma triggers, allergens) _____

Health Care Provider name: (please print) _____ **Phone:** _____

Health Care Provider signature: _____ **Date:** _____

Parent signature: _____ **Date:** _____

Reviewed by school nurse/nurse designee: _____ **Date:** _____

Student Asthma/Allergy Action Plan

(This Page To Be Completed By Parent/Guardian)

Student Name: _____ **Age:** _____ **Grade:** _____

School: _____ **Homeroom Teacher:** _____

Parent/Guardian: _____ **Phone()** _____ **()** _____

Parent//Guardian: _____ **Phone()** _____ **()** _____

Emergency Contact: _____ **Phone()** _____ **()** _____

Known Asthma Triggers: Please check the boxes to identify what can cause an asthma episode for your student.

<input type="checkbox"/> Exercise	<input type="checkbox"/> Respiratory/viral infections	<input type="checkbox"/> Odors/fumes/smoke	<input type="checkbox"/> Mold/mildew
<input type="checkbox"/> Pollens	<input type="checkbox"/> Animals/dander	<input type="checkbox"/> Dust/dust mites	<input type="checkbox"/> Grasses/trees
<input type="checkbox"/> Temperature/weather—humidity, cold air, etc.	<input type="checkbox"/> Pesticides	<input type="checkbox"/> Food—please list below	
<input type="checkbox"/> Other—please list: _____			

Known Allergy/Intolerance: Please check those which apply and describe what happens when your child eats or comes into contact with the allergen..

Peanuts	<input type="checkbox"/>	_____
Tree Nuts	<input type="checkbox"/>	_____
Fish/shellfish	<input type="checkbox"/>	_____
Eggs	<input type="checkbox"/>	_____
Soy	<input type="checkbox"/>	_____
Wheat	<input type="checkbox"/>	_____
Milk	<input type="checkbox"/>	_____
Medication	<input type="checkbox"/>	_____
Latex	<input type="checkbox"/>	_____
Insect stings	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	_____

Notice: If your child has been prescribed epinephrine (such as an EpiPen®) for an allergy, you must provide epinephrine at school. If your student needs a special diet to limit or avoid foods, your doctor will need to complete the form "Medical Statement Form to Request Special Meals and/or Accommodations" which can be found on the website—www.airenebraska.org

Daily Medicines: Please list daily medicines used at home and/or to be given at school.

Medicine Name	Amount/Dose	When does it need to be given

I understand that all medicines to be given at school must be provided by the parent/guardian.

Parent signature: _____ Date: _____

Reviewed by school nurse/nurse designee: _____ Date: _____

20189-201920 Student Information

ALL PARENTS/GUARDIANS NEED TO COMPLETE THIS FORM

A current record for each child in school must be kept and should include the following information. PLEASE be accurate and complete.

PLEASE LIST ALL CHILDREN IN THE HOUSEHOLD ATTENDING WAKEFIELD SCHOOL:

Full Name: _____ DOB: _____ Age: _____
Grade: _____ Sex: _____

Full Name: _____ DOB: _____ Age: _____
Grade: _____ Sex: _____

Full Name: _____ DOB: _____ Age: _____
Grade: _____ Sex: _____

Full Name: _____ DOB: _____ Age: _____
Grade: _____ Sex: _____

PARENT/GUARDIAN'S HOME ADDRESS & EMPLOYMENT ADDRESS:

Father/Guardian Information: Father/Guardian

Employer Information:

Name: _____
Employer: _____

Address: _____
Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Misc.: _____

Mother/Guardian Information: Mother/Guardian

Employer Information:

Name: _____
Employer: _____

Address: _____
Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Misc.: _____

EMERGENCY CONTACT INFORMATION:

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Wakefield High School District iPad Protection Plan

The Wakefield Community School District recognizes that with the implementation of the iPad initiative there is a need to protect the investment both by the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

School District Protection

School District Protection is available for students and parents to cover iPad replacement in the event of theft, loss, or accidental damage. The protection cost is \$50.00 annually for each iPad with a maximum cost of \$150.00 per family. This plan will include one repair or replacement, additional repairs or replacements will be the full responsibility of the student. Parents will need to purchase this insurance through the Wakefield High School office before your student is allowed to check out an iPad.

Personal Home or Homeowners Coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad.

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Additional Information: In cases of theft, vandalism and other criminal acts, a police report, or in the case of a fire, **a report MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. **INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to iPads, Warranty, Accidental Damage Protection, or School District iPad Protection **DOES NOT** cover intentional damage of the iPads.

Wakefield High School Student Pledge for iPad Use

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery as needed.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate, meet Wakefield Community School District expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad or provided case; I will not deface any sticker applied to any iPad applied by Wakefield Community School.
11. I understand that my iPad is subject to inspection at any time without notice and remains property of the Wakefield Community School District.
12. I will follow the policies outlined in the iPad Handbook and the Use of the Acceptable Use Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft or vandalism, as well as report to the Wakefield Community School District.
14. I will be responsible for all damage or loss caused by neglect or abuse. I will report any damages or loss to Wakefield High School office.
15. I agree to return the iPad, case and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school iPads and accessories must be returned to the Technology Director at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Wakefield Community School District for any other reason must return their individual school iPad computer on the date of termination.

(Form 2018)

For Office Use Only:	
No Fee: _____	Paid Check: _____
Paid Cash: _____	Paid Online: _____

Receipt of Student Handbook

The Wakefield Student Handbook is developed for students, parents and the faculty of our school. Its purpose is to provide for the smooth and efficient operation of the school by giving notice about our policies, rules, regulations and general information to those needing to know. By providing this handbook, it is also intended that the rights of those affected will be better protected.

Please read this handbook with your student. Feel free to ask questions and make suggestions about the contents herein. Copies of district policies, student handbook and teacher handbook are available at the school office.

The handbooks are adopted yearly by the Board of Education as official district policy. After reading this handbook, we ask that parent(s)/guardian(s) and their student(s) sign below and return this sheet to the school office. Your signature does not mean that you agree with or endorse the handbook contents, only that you have read it and understand it. Your signature indicates that you give permission for child/children (if in grades 7-12) to leave school during the school day in order to participate in a school sponsored sport or activity. This includes all athletic games and events, as well as speech and one act.

The administration reserves the right to amend any policies in this handbook that they feel will provide for the betterment of education in the Wakefield Community School District, or to act on situations not specifically covered in this handbook.

“I HAVE READ AND DO UNDERSTAND THE STUDENT HANDBOOK FOR WAKEFIELD COMMUNITY SCHOOL DISTRICT.”

PARENT/GUARDIAN SIGNATURE: _____
DATE: _____

“I HAVE READ AND DO UNDERSTAND THE STUDENT HANDBOOK FOR WAKEFIELD COMMUNITY SCHOOL DISTRICT and pledge to do the following:

- make every effort to help my school be the best that it can be by doing the best in the classroom, in activities, or wherever I may be representing it;
- to have pride in my school, my family, and my community, and show it in my behavior and attitude;
- to follow the rules and regulations of this handbook;
- to acknowledge the drug and alcohol policies, to understand that their purpose is to provide a learning environment that is safe, healthy and productive.

STUDENT'S SIGNATURE: _____
DATE: _____

GRADE: _____

Wakefield Community School



2019-2020 Staff Handbook

MOTTO

“EDUCATE, EMPOWER, ASPIRE”

OUR MISSION

The mission of Wakefield Community School in partnership with parents and community is to develop all students into collaborative lifelong learners who demonstrate effective communication, critical thinking and problem solving skills in a changing global society.

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Introduction

Welcome to Wakefield Community Schools. This handbook provides ~~general~~ information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members, staff members of Wakefield Community School, and to serve as a guide to policies, rules, and regulations, benefits of employment, and performance expectations. The handbook is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and board of education continually review policies and procedures, so staff members should discuss comments, concerns or suggestions about this handbook with their building principal or other member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an “at will” basis not withstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

References in this handbook to “Certificated Employees” are intended to apply to all staff who are required by their position to hold a teaching administrative certificate.

References in this handbook to “Classified Employees” are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate and are considered “at will” employees.

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

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

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to day. If you have any questions regarding this handbook, please ask your supervisor of the Superintendent for assistance. Your suggestions about ways to improve the school are welcome and will always be considered.

This handbook will be in effect for the 20189-201920 school year and subsequent school years unless replaced by a later edition.

Notice of Non-Discrimination

Wakefield Community Schools does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, age, or access to, or treatment of employment, in its educational

programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Mark Bejot
Title: Superintendent
Address: 802 Highland Street, Wakefield, NE 68784
Telephone: 402-287-2012
Email: mbejot@wakefieldschools.org

~~Any person having inquires concerning this school district's with the regulations implementing Title VI, Title VII, Title IX, or Section 504 is directed to contact Superintendent Mark Bejot, in writing at 802 Highland Street, PO Box 330, Wakefield, NE 68784; or by telephone at (402)287-2012 For further assistance, you may contact the Office for Civil Rights, (Kansas City Office), U.S. Department of Education: 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114 3302. Telephone: (816) 823-1404; TDD: (877) 521-2172, Email at OCR.KansasCity@ed.gov. Also see the "Discrimination and Harassment" sections.~~

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481

Designation of Coordinators

Any person having inquiries concerning this district's compliance with Title VI (discrimination or harassment), Title IX (gender equity), Section 504 of the Rehabilitation Act and the Americans with Disability Act, or Safe and Drug Free Schools and Communities should contact the Wakefield Community Schools Administrative Office.

Directory Information

Board of Education

~~Karen Borg~~Mark VictorPresident (~~2018~~2020)
~~Mark Victor~~Shannon JohnsonVice President (2020)
 Bree BrownSecretary (~~2018~~2022)
 Arianne ConleyMember (2020)
~~Ben Donner~~Jeff KeagleMember (~~2018~~2022)
~~Shannon Johnson~~Sherri LundhahlMember (~~2020~~2022)

Administration

Mark BejotSuperintendent
Jason HeitzMatt FarupSecondary Principal
 Jerad WulfElementary Principal

Certificated Staff

Brittnie Abler3rd Grade
 Angie BorgSchool Nurse
 Iris BorgMath
 Matt Brenn Science/AD
~~Eric Burenheide~~ITE
 Shannon CarrollMath
 LaVonne CarsonSpanish
 Michael ClaySocial Studies/Guidance
 Kari CliffELL
 Tara Dolan2nd Grade
 Jean DorceySpecial Education
Ryan DoughertyBusiness

<u>Brittany Eisenmann</u>	<u>4,5,6 Language Arts</u>
Austin Galles	4,5,6 English
Michelle Galles	Family Consumer Science
Deb Garwood	4,5,6 Social Studies
Janie Gutzmann	3rd Grade
Lynette Haisch.....	4,5,6 Math
Timarie Hansen	1 st Grade
Lori Harding.....	Guidance
Mike Hassler.....	Art
Micaela Hight.....	<u>PK3rd Grade</u>
Cathy Hoffart	1st Grade
Leah Jech.....	Kindergarten
Brian Johnson	Language Arts <u>4,5,6 Social</u>
<u>Studies</u>	
Donna M Johnson	Special Education
<u>Samantha Johnson</u>	<u>PK</u>
Jena Kaufman	PK
Jolene Klein	Media Center
<u>Tiffany Lamprecht</u>	<u>Media Center</u>
Jaime Manz	Reading Specialist
Logan McPhillips	Special Education
Chad Metzler	Social Studies
Brenda Montoya	ELL
Deb Nicholson	Vocal Music
Pam Peters	PK
Mark Reimers	Science
Kevin Roberts.....	Social Studies/ESL
Sara Schlickbernd	2nd Grade
Veronica Schmidt	4,5,6 Writing
Jan Simmons.....	English/ESL
Linda Steinman	Kindergarten
<u>Will Tietmeyer</u>	<u>ITE</u>
Bill Trenhaile.....	Band/Math/Bus Driver
<u>Kaylen Tunink</u>	<u>Business</u>
Zoe Vander Weil.....	English/Speech
<u>Jessi Vavrina</u>	<u>4,5,6 Writing</u>
Megan Virgil	Science
Joe Wendte	PE
Leslie Ziska	Technology

Classified Staff

LaVon Anderson.....	Elementary Secretary
Kim Barge	Para
<u>Lauren Barge</u>	<u>Para</u>
Mike Benson	Transportation Director
Mary Brudigam	Para
Ofelia Calleros	ELL Para
Carla Clay	Para
<u>Lizbeth Delgado</u>	<u>Para</u>
Kristi Foote	Lunchroom Manager
Becky Gothier.....	Business Manager
Jean Hansen	Kitchen
Rex Hansen.....	Maintenance
Sylvia Hernandez	ESL Para

Marian Keagle	Bus Driver
<u>Sami Kenny</u>	<u>Para</u>
Deb Litchfield.....	Activity Center Supervisor
Rhonda Lorenzen.....	ELL Para
Bob Lubberstedt.....	Groundskeeper
Dawn Lubberstedt	High School Secretary
Blanca Moreno	Para
Pat Nicholson	Bus Driver
Tina Nuernberger	Para
Harold Odens	Custodian
Josie Paulson	Custodian
Christy Roberts.....	Kitchen
Julie Siebrandt.....	Para
Vicky Sanchez.....	Para
Darci Slama.....	Para
Teresa Soderberg	Para
Angela Sonder.....	Para
Kara Starzl	Para
<u>Ana Urquidez.....</u>	<u>Para</u>
<u>Dulce Torres.....</u>	<u>Para</u>
<u>Ziola Vargas.....</u>	<u>Para</u>
Patricia Wurdeman.....	Custodian

ESU#1 Staff - Certificated

Wendy Consoli	Deaf Ed Teacher
Staci Fethkenher	Physical Therapist
<u>Calvin Frey</u>	<u>Psychologist</u>
Vernae Luhr	Audiologist
Stacey Richart.....	Vision Consultant
Anne Ronhovde.....	Speech Pathologist
Chelsea Umscheid	Occupational Therapist

Contact Information

Elementary	402-287-9892
Secondary	402-287-2012
Bus Barn.....	402-287-2943

Website

<http://www.wakefieldschools.org>

Facebook

www.facebook.com/Wakefield-Community-School-District

Address

802 Highland Street
 PO Box 330
 Wakefield, NE 68784

Calendar

The school calendar can be found in Appendix D of this handbook and is subject to change.

School Hours

Office 8:00 am to 4:00 pm

PK-AM 8:15_a.m. to 11:15_a.m. PK-PM 12:30_p.m. to 3:35_p.m.

Elementary 8:15 am to 3:35 pm

Secondary 8:10 am to 3:40 pm

Policies Regarding All Staff

Board Policies

The Wakefield Community School Board has adopted policies that govern the operation of the school district. A complete copy of the policy manual is placed in each workroom of the school district. These policies are also available online on the school website. Staff should consult with their building principal about the location of the manual in the workroom. The manuals will be updated as the board adopts new policies or modifies existing policies.

Drug Free Workplace

~~The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.~~

~~An employee who is convicted of violating any criminal drug statute for conduct that occurred in the workplace will be subject to disciplinary action, including but not limited to suspension or discharge. The district may, in its sole discretion, require the employee to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.~~

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

Outside Employment

1. An employee's responsibilities to the district take precedence over personal along with other prohibited activity during school hours. Employees may not engage in other employment business activity during assigned duty hours.
2. Tutoring

- a. Teachers are expected to assist students who are having learning problems as part of the teachers' employment. Such assistance is expected both in the classroom and at other times during the school day.
 - b. A teacher shall not solicit a student or parent to retain the teacher as a tutor and shall not act as a tutor for pay or other remuneration for any student who is then enrolled in any class taught by that teacher.
 - c. In all other cases during the school year, a teacher may act as a tutor for pay or other remuneration upon prior approval of the building principal and superintendent or designee.
3. Employees shall attend to personal matters outside their assigned duty hours with the district whenever possible.
 4. Employees may conduct business on behalf of the district during assigned duty hours, but at times that do not disrupt or interfere with teaching responsibilities or student activities.
 5. Employees shall not misrepresent, either expressly or by implication, that any activity, solicitation, or other endeavor is sponsored, sanctioned, or endorsed by the district.
 6. In any written or verbal presentation by an employee that might be perceived as being sanctioned, sponsored, or endorsed by the district, other than district-related instruction or presentation to district students or personnel, the employee shall communicate to the audience or recipients that the views expressed are those of the employee and not necessarily those of the district or board.
 7. Sale of goods or services by employees.
 - a. Employees shall not sell, solicit or promote the sale of goods or services to students.
 - b. Employees shall not sell, solicit or promote the sale of goods or services to parents of students when the employee's relationship with the district is used to influence any sale or may be reasonably perceived by parents as attempting to influence any sale.
 - c. Employees with supervisory or managerial responsibilities shall not sell, solicit or promote the sale of goods or services to employees over whom they have such responsibilities in any manner that could reasonably be perceived as coercive by the subordinate employee(s).
 - d. Employees shall not use employee, student, or parent directories in connection with the solicitation, sale, or promotion of goods or services and shall not provide any such directory to any person or entity for any purpose without the prior knowledge or approval of the building principal.
 8. No school board member, administrator, teacher, or other employee shall use the personnel, facilities, resources, equipment, property, or funds of the district for personal financial gain or business activities.
 9. All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district; and the district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.
 10. Staff may not exploit their professional relationships for personal gain. (Board Policy 4008)

Accidents and Injuries

~~Employees must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form by the end of the business day, which is available from the office. Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.~~ Employee Return to Work form is located in the back of this handbook.

Purchase Orders and Supplies

All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization. Purchase requests are completed through AptaFund. Orders should not be placed until the district office has issued a printed purchase order. Guidelines for purchasing have been established by the superintendent. (Board Policy 3004)

If you are using a credit card to purchase items the receipt must have an **itemized listing** of all purchases plus the credit card transaction receipt. **A non-itemized credit card receipt alone is not sufficient** (Board Policy 3036).

Official Reports and Records

Staff members must refer to and comply with Board Policy 5016 regarding the management and maintenance of student records.

All staff members shall furnish the administration promptly with any information relating to their professional training, experience, activities, or work required for reports to county, state, and federal officials or for official school records. Personal information will be treated confidentially by school officials.

Personnel Files

The district shall maintain a personnel file regarding each employee. All materials in a personnel file, except for employment references and information that was gathered in the process of assessing an applicant for hiring, shall be available to the employee for review within a reasonable period of time of the employee's request. Employees (or individuals to whom employees have given written authorization) may inspect the contents of their personnel files only in the presence of an administrator or a person designated by the administration.

An employee may respond to any document(s) in his or her personnel file by submitting a written response to the person responsible for keeping the file, who shall attach the response to file copies of the disputed document.

No person other than school officials engaged in their professional duties shall be granted access to employees' personnel files, and the contents of such files shall not be divulged in any manner to any unauthorized person. An attorney acting on behalf of the board of education or administration is deemed to be a school official. (Board Policy 4007)

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and*

Librarians from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and [Copyright for Students](https://www.whoishostingthis.com/resources/student-copyright/) found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal Punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Drug & Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Driving (both school and personal vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making

telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Expenses

The Board of Education will reimburse school employees for all **prior approved** expenses incurred in attending to school business. Reimbursement for mileage, supplies, and overnight travel expense, and credit course reimbursement fees are processed on a Reimbursement Expense form that is available from each office. Payment of mileage requires Superintendent authorization. Generally the district does not pay mileage unless other school vehicle are unavailable or other extenuating circumstances exist. Appropriate, itemized receipts must be attached. All claims for reimbursement must be approved by the administration and approved by the Board, so some delay is probable. Reimbursement requests must be in one week in advance of the board of education meeting.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided by board policy.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Salary Payments

Regular employees will be paid by direct deposit on the 15th of the month, or the last preceding school day, if the 15th falls on a vacation or week-end day. Employees wishing to make changes to their direct deposit must notify the business office by the end of the month prior to payment of wages. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of an employee's employment, or upon fulfillment of the contract, the employee may, at the option of the Board, be paid all wages due in one lump sum. Reimbursements for mileage or other expenses will be considered separate from compensation.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Benefits

Teachers are provided benefits in accordance with the negotiated agreement. Classified employees are provided benefits according to Board Policy 4040. Employees shall make annual fringe benefit elections no later than August 28th of each school year. Should an employee fail to make an election, the employee election from the immediately preceding school and contract year shall be continued. Elections to the 125 benefit plan must be done annually and is not automatically extended.

Employees are to notify the business office **in writing** of any life changing events that could alter their health/dental coverage with the district **within 14 days of the event.**

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights will be provided to you through PayFlex Systems USA, Inc., 100 Blackstone Centre, Omaha, NE 68131, 1-800-284-4885, www.payflex.com.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Payroll and Payroll Deductions

Salary/wages and benefits are paid in accordance with the individual employment contracts/work agreements. Payroll deductions shall be made in accordance with law and the negotiated agreement. The following deductions are as follows:

Federal and State Withholding*	Additional Federal and/or State Withholding**
Social Security/Medicare Withholding*	Limited Computer Use Withholding**
State Retirement*	Vision**
125 Cafeteria Plan**	Other**
Approved Tax Sheltered 403(b) Plans**	Long Term Disability**
Health/Dental Insurance**	

** Mandatory ** Optional*

Any payroll changes, bank accounts, etc need to be in writing and given to the business office by the end of the month prior to the next payroll date.

The district will deduct or withhold from each and every period of pay and amounts necessary to offset any damages caused by a staff member or the value of property or money entrusted to the staff member or owed by the staff member to the school district during the course of the staff member's employment, if such property or money have not properly been returned to the district.

Copyright

~~Works created by district employees in the course and scope of their employment remain the property of the district. The board may enter into a written agreement with a staff member allowing the staff member to share ownership of a copyright in the covered work. The board will only enter into such an agreement if the written work was created apart from, and in addition to, what the district requires and if the district will not incur an expense to replace the work.~~

~~The board hereby expressly grants to other educational entities located within Nebraska a non-exclusive license to use the district's copyrighted works for educational purposes within Nebraska when those works have been placed onto collaborative learning systems within the State. (Board Policy 4020)~~

Fair Use

~~The "fair use" doctrine allows for limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes of criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff members who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal.~~

Activity Tickets

All certified staff and their spouse are admitted to home and conference games free of charge and will receive a Lewis and Clark Conference Activity Pass.

All classified staff and their spouse will receive free admittance to the home games.

Tournaments and special games are not included on either pass and information will be posted at the gate if passes will not be allowed.

School Buildings and Equipment

Students, faculty and community members may borrow school equipment for non-school use only if they have received the prior permission of the superintendent. (Board Policy 3014)

Employees or groups who wish to use school facilities should make the requests to the principal as early as possible so that they can be placed on the school calendar.

Employees must inform the building principal of any school property that needs repair. Matters regarding to custodial service in the building should be handled through the principal's office.

School Lunch Program

Staff may take advantage of meals offered through the district's food program. Staff may purchase lunches for the school cafeteria for \$3.60 per day and breakfast for \$2.25 per day. The lunch price includes one carton of milk. Extra cartons cost \$.30. **Staff members will not be allowed to charge lunches.**

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition. Staff room supplies are not for student use.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than during regular school hours.

Staff members are responsible at all times for all keys/fob issued to them and must keep their keys/fob in a secure location or on the employee's person. Each classroom teacher must check that the doors in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys/fob to the superintendent immediately.

Staff will be required to reimburse the district any costs to the district if rekeying the building is necessary due to lost or missing keys/fob.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys/fob to any school areas are not to be loaned to students under any circumstances.

Employee Contact Information

Employees are required to keep the district informed of any changes to their name, address, phone number, or other contact information. Employees who need to report a change will do so at the business office in writing.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Employees are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's email system. Each staff member must check his or her email account frequently throughout the school day. Staff is allowed to use their school email accounts for a moderate amount of personal email correspondence. However, the sending or receiving of personal email during the school day is prohibited, regardless of whether that personal email is received on the staff member's school email account or personal account.

Smoking on School Premises or at School Activities

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Staff Internet and Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.

5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personally-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is:

1. consistent with other district policies
2. consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"),
3. is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid.

All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not sue the school's internet, computers, or other

technology to access obscene or pornographic materials, sext, or engage in any illegal activities. (Board Policy 4012)

Use of Cell Phones

Employees shall not use personal cell phones for any non-school purpose during instructional time.

Handling of Money

All funds collected by district employees and by student treasurers shall be handled with prudent business procedures. All funds collected shall be receipted and accounted for and deposited promptly in the proper account . Funds exceeding \$250.00 shall not be left overnight in school buildings, except in safes provided for the safekeeping of valuables. (Board Policy 3002)

Receipt of Money

- All receipts shall be counted on the date they are received.
- Two or more persons shall count the receipts, record the amount collected on a receipts form, initial it, and give it to the main office. Cash/check envelopes will be provided.
- The monies will then be sealed in an envelope or locked in a money bag and deposited directly at the district's depository institution. If the district's bank is not open or inaccessible, the envelope/money bag may be locked in the district's safe until it can be delivered to the bank. (Board Policy 3006)

Staff Dress and Appearance

The attire worn by staff members conveys an important image to students and the general public.

Certificated staff, Para-educators and office staff should generally dress in business casual attire.

Classroom staff **may not** wear the following types of clothing during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices.
- Yoga Pants (leggings, tights) must be discretelydiscreetly including covering the buttocks area.
- Any clothing which is immodest and may distract other employees or students in the learning environment.

The superintendent may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days").

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Staff may not wear visible body piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all parts of the body other than the ear. (Board Policy 4041)

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has

the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mr. Jerad Wulf, 402-287-9892 email: jwulf@wakefieldschools.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mr. Matt Brenn at 402-287-9892, or mbrenn@wakefieldschools.org or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Mark Bejot at 402-287-2012, mbejot@wakefieldschools.org or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Sexual Harassment

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by and of employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication using the district's complaint policy. Complaints involving sexual harassment may also be submitted at any time to the district's Title IX coordinator.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student.

Sexual harassment of students is addressed in a separate policy. (Board Policy 4014)

Bullying Prohibited

The district endeavors to provide students with a learning environment free of harassment or bullying. All staff members should be attentive to the indications of potential bullying of students, staff, or anyone else within the school community and should act in response to them.

Professional Boundaries

~~All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees are required to establish and maintain must be aware of professional boundaries with between students and staff, and they must never blur the boundaries. They may be friendly with students, but they are the students' teachers, not their friends, and they must take care to see that this line does not become blurred. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc. along with communications and interaction of any kind between staff and student. This applies to employees' conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Twitter and Facebook, etc. The posting or publication of messages or pictures or other images that diminish an employee's professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee.~~

~~Unless an employee has a legitimate educational purpose, the following behavior is a violation of the professional boundaries that employees are expected to maintain with students. The following list is intended to illustrate inappropriate behavior involving students but not to describe every kind of prohibited behavior.~~

- ~~• Communicating about sex when the discussion is not required by a specific aspect of the curriculum.~~
- ~~• Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.~~
- ~~• Displaying sexually inappropriate material or objects.~~
- ~~• Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a romantic nature.~~
- ~~• Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).~~
- ~~• Communicating electronically (e.g. by e-mail, text messaging, or instant messaging) on a matter that does not pertain to a school matter.~~
- ~~• Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.~~
- ~~• Discussing the employee's personal issues or problems that should normally be discussed with adults.~~
- ~~• Giving a student a gift of a personal nature.~~
- ~~• Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.~~
- ~~• Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.~~
- ~~• Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.~~
- ~~• Going to a student's home when the student's parent or a proper chaperone is not present.~~

~~A violation of the standards set out above will form the basis for discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education. (Board Policy 4043)~~

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

- Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.
- A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Communication Between Board and District Employees

Employees should submit communications or reports regarding the district to their immediate supervisor, then the superintendent, and only then to the board. They have the same right to communicate with the board about matters of public concern as other patrons of the district, but must follow the chain of command before communicating about employment-related issues. The chain of command chart is listed below:

Student Discipline:	1. Classroom Teacher 2. Principal/Assistant Principal 3. Superintendent
Instruction or Curriculum:	1. Teacher 2. Principal/Curriculum Director 3. Superintendent
Transportation:	1. Bus Driver 2. Principal/Assistant Principal 3. Superintendent
Facilities, Grounds, or Maintenance:	1. Custodial staff 2. Head Custodian 3. Principal 4. Superintendent
Policy or Handbook:	1. Principal 2. Superintendent
Athletics:	1. Coach 2. Athletic/Activities Director 3. Principal 4. Superintendent
Personnel:	1. Employee in question 2. Principal 3. Superintendent

If any matter that is not covered by this policy or if other questions arise, the matter should be referred to the building principal in the absence of the superintendent. The building principal will either address the matter or assign it to another individual for resolution as he or she deems appropriate.

Absent extraordinary circumstances, each matter must be addressed at whatever level the initial action occurred. If the matter is not resolved, the individual may raise it with the next person on

the chain of command. This policy does not supersede any individual's right to contact Board members directly. However, whenever a matter is brought directly to the Board as a whole or to a Board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution. The most effective means of initial communication is a personal conference, e-mail, or telephone conversation. E-mail addresses and phone numbers can be found on the school district's website at www.wakefieldschools.org. (Policy 3035).

When appropriate, the superintendent shall inform employees of official board policies, directives, actions and concerns. (Board Policy 4005)

Safety Education

Maintaining a safe school environment is everyone's responsibility. All employees are expected to participate in district and school safety activities. All full time and part-time employees are expected to participate and complete all safety education activities no later than the date assigned by Administration.

Use of Tobacco Products

~~Smoking, including the possession or use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time. (Policy 3016)~~

Inclement Weather

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

If school is canceled during the day because of inclement weather, classified and certified personnel may be released after students have been excused. Classified and certified personnel who miss work due to inclement weather when school is in session will not be paid for time missed or will be charged an applicable leave day. (Board Policy 4010)

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

Team Concept

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent, building principals, guidance counselors, school nurse, school psychologist and local law enforcement. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent

- salespeople and other such agents will not be allowed to solicit staff members during school hours.
- visitors must wear the visitor's badge supplied by the building office

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

Policies and Procedures Regarding Certificated Staff

School Day

All certificated staff must be at school or on duty between the hours of 8:00 am and 4:00 pm, Monday through Thursday. On Fridays and days preceding certain holidays or vacation periods, certificated staff are permitted to leave after the students are dismissed. Under special circumstances, certificated staff may seek permission from their building principal to vary these hours. **Staff leaving the building during the duty day must notify the office prior to leaving and when you return.** In addition, certificated staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or directing an event under the direct sponsorship of the school.

Outside doors will be locked at 8:20a.m. and will reopen at 3:30p.m. Entry will be allowed via camera/electronic key system at the office.

Each teacher will be in his or her classroom and ready to teach by 8:00 am each day. Classroom teachers are expected to stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classroom at all times during class periods and conference periods.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certificated staff members are required to be present at all faculty meetings unless excused by the administration.

Lesson Plans

Each teacher will prepare lesson plans for the following week electronically. These plans must be completed and submitted electronically to the building principal no later than 8:00 am, the first day of the week.

Other regulations relative to lesson plans will be made by individual building principals. The lesson plans are subject to review of the building principal or other members of the school district's administrative staff.

Attendance and Grades

Every teacher is required to keep a complete record of attendance and achievement of every student in a class on Power Teacher. This record shall be kept current and include the following minimum information:

1. Names of students enrolled in the class
2. Recording of students' absence/tardy in each class period
3. Report of all grades for each student. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or assessments). Be sure that frequent assessments are sufficient to justify the term and final grades which are reported to parents. Procedures and grading expectations will be established by the Principal. Parents will be notified when a student's grades are failing and must be done prior to the end of a grading period.

Information relating to other students should not be allowed to be seen by other students or parents.

Teacher Absences

Leave requests must be entered electronically in Apta Fund and **approved prior** to being absent unless you call in due to illness. Please put the reason, ex. Dr. appt, sick child, Aunt's funeral, Autism conference, etc. as this will be entered into your leave history. Also depending on the relationship of a person's funeral, sick days may also be an option for certificated staff if it fits the criteria as stated in the Negotiated Agreement.

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Wakefield School Board and the Wakefield Education Association. This handbook sets forth the process for using that leave.

Sick Leave - Certificated Staff who are too ill to perform their teaching duties must contact their building principal or designee by 6:30 am.

Personal Leave - Certificated Staff who wish to take personal leave must submit a leave request online to their building principal at least three days in advance whenever possible. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. No more than **three certificated staff** will be allowed to use personal leave the same day, selected on a first-come-first served basis.

Professional Leave - The board and administration recognize the value of continuing education and encourage staff to participate in seminars, workshops, and other activities which will continue their professional growth. Certificated staff who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event. Building principals may deny requests for professional leave if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district or if the services of a qualified substitute cannot be secured.

Substitute Folder – Each teacher shall prepare a substitute folder and keep the completed folder in a convenient location on or in his or her desk. The folder must contain the following:

1. Current seating charts
2. The daily routine followed by each class
3. All schedules (fire drill procedures, lunch schedule, etc.)
4. A copy of this handbook
5. Plans for the day if the teacher's absence was planned. These plans are in addition to the teacher's regular lesson plan book.
6. Provide several activities for subs to do should assignments be completed.

Certificated staff member may not make arrangements for their own substitute without prior approval from the administration.

Substitute Pay

Teachers asked to cover for another teacher during their planning period will be paid \$20 for a full period or \$10 for Trojan period. Teachers covering during other duty day time are being paid their negotiated wage and are not subject to pay for planning coverage.

Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Bulletin Boards
Each teacher shall be responsible for completing an appropriate bulletin board regarding curriculum related matters in their primary classroom.
2. Textbook and Room Inventory
All school purchased materials must be inventoried with the business office/Principal. Textbooks are to be numbered and the name of the student whom the book is assigned should be recorded. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition,

and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

3. Use of Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If the teacher desires the Para to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

4. Use of Student Aides

Student aides are to be directly supervised by the teacher and are not to leave the building. Student aides are NOT to be used to assist the teacher by helping supervise another student, grade tests, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

5. Student Activities

Staff members who sponsor extra-curricular activities such as athletics, class plays, and class activities may only leave the school building after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to an individual student remains the property of the school. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Wakefield Community School unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc. through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Searches

Certificated staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students suspected of having an item in violation of school rules may be directed to wait with a staff member.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Classroom Management and Student Discipline

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers should have a well defined discipline plan that is known to the students. Rules should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Parent-Teacher Communication

Parents shall be kept informed of student progress, grades, and attendance through report cards, Power School, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school. (Board Policy 5019)

Student Assemblies

Certificated Staff members will be given prior notice of school assemblies, including pertinent and specific instructions. Classroom teachers must accompany their students to the assembly, sit with them, and supervise their behavior for the entire assembly program.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Use of Physical Force

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property. (Board Policy 4018)

Homework Policy

Homework consists of assignments made by teachers that students must complete during non-class time. Homework is intended to reinforce student learning of certain concepts and/or skills found in the district curriculum.

Teachers are encouraged to assign homework and must use their professional judgment in determining the length, difficulty, and student readiness to proceed with homework assignments. Homework assignments shall be kept minimal on Wednesday nights, which is traditionally considered "family night" in the community. (Board Policy 6017)

District Grading Policy

The school will report student grades and/or academic progress to parents at least four times per year. The superintendent or his/her designee shall develop and implement student grading guidelines to be used by teachers. The objective of grading guidelines shall be to quantify and report the academic achievement of each student. A student's academic grade shall not be reduced because of disciplinary reasons. This policy shall not apply when a student's grade is reduced because of work the student missed because of an unexcused absence, during a suspension or dismissal period. ~~(Board Policy 6018)~~ A maximum 2-day time frame upon return will be allowed for make-up work, unless administration approved.

Evaluation of Certificated Employees

The certificated employee is the key element of successful instruction. Every certificated employee should be capable of improving his or her performance, and the administration is responsible for evaluating certified employees in order to assist them in achieving a high quality of teaching.

All certificated employees to be evaluated shall be notified annually in writing. A certificated administrator will observe and evaluate each probationary certificated employee for a full instructional period each semester and each permanent certificated employee for a full instructional period once each school year. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to certificated employees only. Planning and Preparation, The Classroom Environment, Instruction and Professional Responsibilities outlined in the Framework for Teaching. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period - For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation - Actual classroom observation consists of observing the certified employee in any activities in a classroom setting. When a certified employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certified employee performing activities that are typical of his or her position. (Board Policy 4030)

Teachers' Rights, Responsibilities, and Duties

All certificated employees shall assume the duties and responsibilities assigned by the superintendent or designee. Teachers' professional responsibilities involve considerably more than merely classroom instruction. They include, but are not limited to, study and research to keep abreast of new knowledge and instructional techniques; assessment of students' work; record-keeping; lesson planning and preparation; conferences with students, parents and administrators; in-service meetings; and supervision of pupils outside the classroom.

Teachers must be in their classrooms or assigned areas as instructed by the building principal. All duty time is necessary for educational planning, preparation, and conferences with students, parents and faculty members.

All teachers must maintain a standard of dress, personal appearance, general decorum, moral standards and behavior that reflects their professional status in the community. (Board Policy 4024)

Professional Ethics

The Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education, are the minimum standards for all certificated staff members of the school district. All certified employees are responsible for reading, understanding and complying with these standards. (Board Policy 4023)

Professional Growth

Every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth. Each employee shall be required to earn 60 growth points during one growth period. Work completed during the summer between growth periods may be counted toward either the period just closed or the period which starts in September of the same year.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, college and adult education instruction, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth. Staff shall submit an approved professional growth credit form to the district office.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity. (Board Policy 4032)

Certification

All educators must be duly certified by the Nebraska Department of Education in accordance with the Department's rules and the laws of Nebraska. They must file copies of their teaching certificates, including endorsements, with the superintendent of schools, and must promptly file any changes in certification or endorsements. Certificated employees are required to maintain all their endorsements, and may not permit any endorsement to lapse or remove it from their certificates. The board or superintendent may require a certified employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements. (Board Policy 4022)

Policies and Procedures Regarding Classified Staff

Hours

Hours will vary with the employee's department and position. Generally a full-time employee is expected to work eight hours per day. Some employees will occasionally be asked to attend meetings before or after normal working hours. Employees will be paid for these meetings.

Classified staff leaving the building during the duty day must notify the building office prior to leaving and upon returning.

It is vital that the district's employees arrive at work punctually and consistently. Employees who are chronically late or excessively absent will be disciplined, up to and including discharge.

Paid Vacations and Holidays

Each position listed below shall be hired by the superintendent on the terms stated.

12 Month Employees – Maintenance, Custodian, Business Manager, Head Cook/Custodial, Secondary Principal's Secretary, Transportation Director

- Employed on a 12-month basis
- Provided appropriate level of full coverage insurance
- Allowed two weeks (80 hours) paid vacation after 1 full school term of employment; one additional day is added for each year after 5 years of service up to 15 days maximum.
- Vacation is awarded when an average of 38 hours per week is reached annually.
- Allowed 7 days (56 hours) of sick leave per year, cumulative to 40 days - upon leaving employment, any unused sick leave will be paid out at a rate of \$10/day for 10 years or less service and \$25/day for 10 or more years of service.
- Paid holidays (8 hours each) to include Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Memorial Day and the Fourth of July.
- Two Personal Days, Two Bereavement Days, One Professional Day
- While working for the lunch program the head cook's salary will be paid for out of the Lunch Fund

9 1/2 Month Employee – Elementary Principal’s Secretary, Full-time Paraeducators, Cooks, Dishwasher

- Employed on a 9 1/2 -month basis
- Provided appropriate level of full single coverage insurance
- Allowed 5 days (40 hours) of sick leave per year, cumulative to 40 days - upon leaving employment, any unused sick leave will be paid out at a rate of \$10/day for 10 years or less service and \$25/day for 10 or more years of service.
- Paid holidays (8 hours each) to include Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year’s Day, and Good Friday.
- Memorial Day will also be considered a paid holiday if school is in session.
- Two Personal Days, Two Bereavement Days, One Professional Day
- While working for the lunch program the cooks and dishwasher salary will be paid for out of the Lunch Fund

Half-time Employees – Para-educators and Custodian

- Provided appropriate level of full single coverage insurance
- Allowed 3 days (24 hours) of sick leave per year, cumulative to 40 days - upon leaving employment, any unused sick leave will be paid out at a rate of \$10/day for 10 years or less service and \$25/day for 10 or more years of service.
- Paid holidays (4 hours each) to include Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year’s Day, and Good Friday
- Memorial Day will also be considered a paid holiday if school is in session.
- One Personal Day, One Bereavement Day, One Professional Day

Bus Drivers

- Allowed 4 routes of leave per year
- Paid \$40 per route driven
- Paid \$15.00 per hour for Activity Routes

Physical Exam

- Any non-certificated school employees who are required to do so by law must have a yearly physical examination.
- Required physical exams will be paid for by the district and a written notice given to the superintendent previous to September 1 of the ensuing year.
- The physical from a doctor may be specified by the board on a proper form to be provided by the superintendent.
- If the employee wishes to go to a doctor other than the one specified by the board, the expenses will not be borne by the district.

Summer Workshops for Food Handlers

- Those employed to handle and prepare food for the Hot Lunch Program are required to obtain required in-service hours provided by the State Department of Food Services.
- All costs of the school and registration fees will be paid by the board of education. Transportation will be provided.

Non-Certificated Substitute Pay

- A substitute for a non-certificated staff member will be paid on an hourly rate range set by the board.

Other Provisions Applicable to All Classified Staff Rate of Pay Except Head Maintenance and Business Manager

- Classified employees who work more than 40 hours in a workweek shall receive 1½ times their regular hourly rate for each hour over 40 worked.

Other Provisions Applicable to all Classified Staff

In an effort to secure the best qualified applicants, the superintendent may be allowed to negotiate certain items. (Board Policy 4040)

Timecards

Please be sure to punch in and out on the computer. If the computer is down please complete a "Time Adjustment Sheet" with the date, times and log in number and have it approved by your building principal/supervisor and turn it in to your respective office. **Employees are expected to punch in or out within 5 minutes of their scheduled work hours.** If you leave the building for anything other than school business you must punch out and punch in upon your return. (Example: Going home for lunch).

Overtime

All classified employees must keep an accurate record of all hours worked for the district. Employees should not work more than forty hours in a given week without the express permission of their immediate supervisor or superintendent. Employees who accrue more than forty hours in a given week will receive overtime pursuant to federal law.

Leave Requests

All classified employees must enter leave requests and have **prior approval** from their building principal or superintendent before taking leave except in the case of calling in the same day due to illness. Please state the reason you will be gone when entering your leave request as this may be entered into your leave history.

Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (ANAPHYLAXIS)

School employees will comply with the requirements of "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)". The district shall procure and maintain the equipment and medication necessary to implement the protocol.

The superintendent shall obtain the required signature(s) of one or more physicians licensed to practice medicine in Nebraska on the form entitled "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" ("Protocol"). The superintendent shall publish this policy and Protocol in each employee handbook.

The superintendent shall arrange to have a qualified medical person train employees, and for training updates as necessary.

School Nurse: Angie Borg - Ext. 154
Elementary: Lynette Haisch – Ext. 117
Cathy Hoffart – Ext. 105

High School: Iris Borg – Ext. 216
Shannon Carroll – Ext. 217

Appendix A - Negotiated Agreement
Handed out separately to the certified staff

**Wakefield Community School
Teacher Evaluation Policy/Process
Revised 2017**

Wakefield Community School is dedicated to formal evaluations and informal consultations that will be carried out with all certificated staff as a continuous process for improvement of instruction utilizing Charlotte Danielson's *A Framework for Teaching*. Evaluations will be conducted by district administration on a consistent basis. The evaluation process, which shall be tied to the district's instructional goals, and individual teacher goals (SLO), shall identify areas of strength and areas of concerns/improvement. Teacher evaluations shall also be used to substantiate promotion, retention and dismissal decisions.

Criteria of Certified Staff Evaluations: The criteria for certified staff evaluations shall be tied to the district's instructional goals and individual staff member goals (SLO) and shall include, but not be limited to:

- a. Domain 1: Planning and Preparation
- b. Domain 2: The Classroom Environment
- c. Domain 3: Instruction
- d. Domain 4: Professionalism

Process for Certified Staff Evaluation:

- a. All certified probationary staff shall be observed at least once each semester for one instructional period.
- b. Certified tenured staff shall be observed on a 3 year rotation.
 - i. During the summative observation year, at least two (2) formal observations will be completed for one instructional period each. One of these observations will be scheduled in collaboration with administration and the certified staff member. The second observation will be determined by administration and will be unannounced. Documentation of Domains 2 and 3 will be included in the observation form. Documentation of all domains will be included on the final summative form.
 - ii. During the non-summative years, staff will complete specific Student Learning Objectives (SLO) and submit to administration. During the school year, the staff member and administration will meet to discuss progress and to show evidence of growth.
 - iii. During the non-summative years, staff will submit a written reflection of their progress on their individual Student Learning Objectives (SLO).
 - iv. In addition, at least one time a year all staff will submit a yearly reflection to show evidence of professional growth. All certified staff members will answer at least one question from each of the domain areas and two other questions that they select.

Documentation of the Evaluation: The evaluation shall:

- a. Be presented to the certified teacher, verbally and in writing, within two weeks following each observation.
- b. Provide for written communication to the teacher specifying:
 - i. Deficiencies
 - ii. A means for correcting any deficiencies
 - iii. A timeline for implementing the suggested improvements
 - iv. Provide for a written teacher response to the evaluation within two weeks of each observation

**Wakefield Community School District
Evaluation Process
Year 1**

Summative Evaluation Year
Tenured/Non-tenured Staff

1. Building administrator and teacher set up a time to complete the announced classroom visit. During this time, building administrators will observe for at least one instructional period.
 - a. Evaluation 1 Components:
 - i. Script of actual lesson
 - ii. Comments, Strengths and Deficiencies
2. Building administrator and teacher meet to discuss the first observation. Discussion of Student Learning Objectives and lesson reflection.
3. Building administrator will complete multiple walk-throughs during the school year.
4. Building administrator will complete the unannounced classroom visitation.
5. During this time, building administrators will observe for at least one instructional period.
 - a. Evaluation 2 Components:
 - i. Script of actual lesson
 - ii. Comments, Strengths and Deficiencies
 - iii. Summative rubric, with comments for each domain
6. Building administrator and teacher meet to discuss the second observation. Discussion of Student Learning Objectives, lesson reflection, summary of self-reflection, and summative rubric.
7. Student Learning Objectives are required for all levels of teachers.

*If at any time administration has concerns, they will conduct additional observations and may require additional items on a case by case basis.

**Wakefield Community School District
Evaluation Process
Year 2 & 3**

Non-Summative Evaluation Year
Tenured/Non-tenured Staff

1. Certified staff members will complete Student Learning Objectives and submit to building administrator by September 15.
2. Teacher and building administrator will meet to discuss the SLO.
3. During the school year, teachers will collect data and evidence to show progress towards meeting the SLO. Data will be submitted prior to December.
4. All teachers will submit a videotaped lesson and a completed self-reflection at least one time during each school year. The videotaped lesson will not be observed by building administration unless deemed necessary by the administrator.
5. At the end of each school year, all staff will submit a completed analysis of their Student Learning Objective with data and evidence of student progress/growth.

**Wakefield Community School District
Classroom Observation Record**

Date of Observation: _____ Teacher: _____

Time: _____ Class/Observed: _____

OBSERVATIONS (building administrator will script the lesson):

Comments:

Wakefield Community School District
Teacher Response to the Evaluation

Certified Staff Member Signature

Evaluator Signature

Date:

Date:

Wakefield Community School Teacher Summative Evaluation

Teacher: _____

School Years: _____

Domain 1: Planning and Preparation

Element	1 Unsatisfactory	2 Basic	3 Proficient	4 Distinguished
1a. Demonstrating knowledge of content and pedagogy				
1b. Demonstrating knowledge of students				
1c. Setting instructional outcomes				
1d. Demonstrating knowledge of resources				
1e. Designing coherent instruction				
1f. Designing student assessments				

Domain 1: Comments and Feedback

Strengths:

Deficiencies:

Domain 2: The Classroom Environment

Element	1 Unsatisfactory	2 Basic	3 Proficient	4 Distinguished
2a. Creating an environment of respect and rapport				
2b. Establishing a culture for learning				
2c. Managing classroom procedures				
2d. Managing student behavior				
2e. Organizing physical space				

<p>Domain 2: Comments and Feedback</p> <p>Strengths:</p> <p>Deficiencies</p>
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Domain 3: Instruction

Element	1 Unsatisfactory	2 Basic	3 Proficient	4 Distinguished
3a. Communicating with students				
3b. Using questioning and discussion techniques				
3c. Engaging students in learning				
3d. Using assessment in instruction				
3e. Demonstrating flexibility and responsiveness				

Domain 3: Comments and Feedback

Strengths:

Deficiencies:

Domain 4: Professionalism

Element	1 Unsatisfactory	2 Basic	3 Proficient	4 Distinguished
4a. Reflecting on teaching				
4b. Maintaining accurate records				
4c. Communicating with families				
4d. Participating in the professional community				
4e. Growing and developing professionally				
4f. Showing professionalism				

<p>Domain 4: Comments and Feedback</p> <p>Strengths:</p> <p>Deficiencies:</p>

Wakefield Community School District
Improvement Plan/Mean for Correction of Deficiencies
(must include timeline, target areas and expectations)

Wakefield Community School District
Teacher Response to Comprehensive Evaluation

Staff Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____

**Signature does not indicate agreement with the evaluation, it only acknowledges receipt that discussion took place

Component	Unsatisfactory	Basic	Proficient	Distinguished
1a: Demonstrating Knowledge of Content and Pedagogy	In planning and practice, the teacher makes content errors or does not correct errors made by students. The teacher displays little understanding of prerequisite knowledge important to student learning of the content. The teacher displays little or no understanding of the range of pedagogical approaches suitable to student learning of the content.	The teacher is familiar with the important concepts in the discipline but displays a lack of awareness of how these concepts relate to one another. The teacher's plans and relationships indicate some awareness of prerequisite learning, although such knowledge may be inaccurate or incomplete. The teacher's plans and practice reflect a limited range of pedagogical approaches to the discipline or to the students.	The teacher displays solid knowledge of the important concepts in the discipline and how these relate to one another. The teacher demonstrates accurate understanding of prerequisite relationships among topics. The teacher's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the subject.	The teacher displays extensive knowledge of the important concepts in the discipline and how these relate both to one another and to other disciplines. The teacher's plans and practice demonstrates understanding of prerequisite relationships among topics and concepts and understands the link to necessary cognitive structures that ensure student understanding. The teacher's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the discipline and the ability to anticipate student misconceptions.
1b: Demonstrating Knowledge of Students	The teacher displays minimal understanding of how students learn—and little knowledge of their varied approaches to learning, knowledge and skills, special needs, and interests and cultural heritages—and does not indicate that such knowledge is valuable.	The teacher displays generally accurate knowledge of how students learn and of their varied approaches to learning, knowledge and skills, special needs, and interests and cultural heritages, yet may apply this knowledge not to individual students but to the class as a whole.	The teacher understands the active nature of student learning and attains information about levels of development for groups of students. The teacher also purposefully acquires knowledge from several sources about groups of students' varied approaches to learning, knowledge and skills, special needs, and interests and cultural heritages.	The teacher understands the active nature of student learning and acquires information about levels of development for individual students. The teacher also systematically acquires knowledge from several sources about individual students' varied approaches to learning, knowledge and skills, special needs, and interests and cultural heritages.
1c: Setting Instructional Outcomes	The outcomes represent low expectations for students and lack of rigor, and not all of these outcomes reflect important learning in the discipline. They are stated as student activities, rather than as outcomes for learning. Outcomes reflect only one type of learning and only one discipline or strand and are suitable for only some students.	Outcomes represent moderately high expectations and rigor. Some reflect important learning in the discipline and consist of a combination of outcomes and activities. Outcomes reflect several types of learning, but teacher has made no effort at coordination or integration. Outcomes, based on global assessments of student learning, are suitable for most of the students in the class.	Most outcomes represent rigorous and important learning in the discipline and are clear, are written in the form of student learning, and suggest viable methods of assessment. Outcomes reflect several different types of learning and opportunities for coordination, and they are differentiated, in whatever way is needed, for different groups of students.	All outcomes represent high-level learning in the discipline. They are clear, are written in the form of student learning, and permit viable methods of assessment. Outcomes reflect several different types of learning and, where appropriate, represent opportunities for both coordination and integration. Outcomes are differentiated, in whatever way is needed, for individual students.
1d: Demonstrating Knowledge of Resources	The teacher is unaware of resources for classroom use, for expanding one's own knowledge, or students available through the school or district.	The teacher displays basic awareness of resources available for classroom use, for expanding one's own knowledge, and for students through the school, but no knowledge of resources available more broadly.	The teacher displays awareness of resources beyond those provided by the school or district, including those on the Internet, for classroom use and for extending one's professional skill, and seeks out such resources.	The teacher's knowledge of resources for classroom use and for extending one's professional skill is extensive, including those available through the school or district, in the community, through professional organizations and universities, and on the Internet.

1e. Designing coherent instruction	Learning activities are poorly aligned with the instructional outcomes, do not follow an organized progression, are not designed to engage students in active intellectual activity, and have unrealistic time allocations. Instructional groups are not suitable to the activities and offer no variety.	Some of the learning activities and materials are aligned with the instructional outcomes and represent moderate cognitive challenge, but with no differentiation for different students. Instructional groups partially support the activities, with some variety. The lesson or unit has a recognizable structure; but the progression of activities is uneven, with only some reasonable time allocations.	Most of the learning activities are aligned with the instructional outcomes and follow an organized progression suitable to groups of students. The learning activities have reasonable time allocations; they represent significant cognitive challenge, with some differentiation for different groups of students and varied use of instructional groups.	The learning activities follow a coherent sequence, and is aligned to instructional goals, and is designed to engage students in high-level cognitive activity. These are appropriately differentiated for individual learners. Instructional groups are varied appropriately, with some opportunity for student choice.
1f: Designing Student Assessments	Assessment procedures are not congruent with instructional outcomes and lack criteria by which student performance will be assessed. The teacher has no plan to incorporate formative assessment in the lesson or unit, nor any plans to use assessment results in designing future instruction.	Assessment procedures are partially congruent with instructional outcomes. Assessment criteria and standards have been developed, but they are not clear. The teacher's approach to using formative assessment is rudimentary, including only some of the instructional outcomes. The teacher intends to use assessment results to plan for future instruction for the class as a whole.	All the instructional outcomes may be assessed by the proposed assessment plan; assessment methodologies may have been adapted for groups of students. Assessment criteria and standards are clear. The teacher has a well-developed strategy for using formative assessment and has designed particular approaches to be used.	All the instructional outcomes may be assessed by the proposed assessment plans, with clear criteria for assessing student work. The plan contains evidence of student contribution to its development. Assessment methodologies have been adapted for individual students as the need has arisen. The approach to using formative assessment is well designed and includes student as well as teacher use of the assessment information.

Component	Unsatisfactory	Basic	Proficient	Distinguished
2a: Creating an Environment of Respect and Rapport	Patterns of classroom interactions, both between teacher and students and among students, are mostly negative, inappropriate, or insensitive to students' ages, cultural backgrounds, and developmental levels. Student interactions are characterized by sarcasm, put-downs, or conflict. The teacher does not deal with disrespectful behavior.	Patterns of classroom interactions, both between teacher and students and among students, are generally appropriate but may reflect occasional inconsistencies, favoritism, and disregard for students' ages, cultures, and developmental levels. Students rarely demonstrate disrespect for one another. The teacher attempts to respond to disrespectful behavior, with uneven results.	Teacher-student interactions are friendly and demonstrate general caring and respect. Such interactions are appropriate to the ages, cultures, and developmental levels of the students. Interactions among students are generally polite and respectful, and students exhibit respect for the teacher. The teacher responds successfully to disrespectful behavior among students.	Classroom interactions between teacher and students and among students are highly respectful, reflecting genuine warmth, caring, and sensitivity to students as individuals. Students exhibit respect for the teacher and contribute to high levels of civility among all members of the class.

2b: Establishing a Culture for Learning	The classroom culture is characterized by a lack of teacher or student commitment to learning, and/or little or no investment of student energy in the task at hand. Hard work and the precise use of language are not expected or valued. Medium to low expectations for student achievement are the norm, with high expectations for learning reserved for only one or two students.	The classroom culture is characterized by little commitment to learning by the teacher or students. The teacher appears to be only "going through the motions," and students indicate that they are interested in the completion of a task rather than the quality of the work. The teacher conveys that student success is the result of natural ability rather than hard work, and refers only in passing to the precise use of language. High expectations for learning are reserved for those students thought to have a natural aptitude for the subject.	The classroom culture is a place where learning is valued by all; high expectations for both learning and hard work are the norm for most students. Students understand their role as learners and consistently expend effort to learn. Classroom interactions support learning, hard work, and the precise use of language.	The classroom culture is a cognitively busy place, characterized by a shared belief in the importance of learning. The teacher conveys high expectations for learning for all students and insists on hard work; students assume responsibility for high quality by initiating improvements, making revisions, adding detail, and/or assisting peers in their precise use of language.
2c: Managing Classroom Procedures	Much instructional time is lost due to inefficient classroom routines and procedures. There is little or no evidence of the teacher's managing instructional groups and transitions and/or handling of materials and supplies effectively. There is little evidence that students know or follow established routines, or that volunteers or paraprofessionals have clearly defined tasks..	Some instructional time is lost due to partially effective classroom routines and procedures. The teacher's management of instructional groups and transitions, or handling of materials and supplies, or both, are inconsistent, leading to some disruption of learning. With regular guidance and prompting, students follow established routines and volunteers and paraprofessionals perform their duties.	There is little loss of instructional time due to effective classroom routines and procedures. The teacher's management of instructional groups and transitions, or handling of materials and supplies, or both, are consistently successful. With minimal guidance and prompting, students follow established classroom routines and volunteers and paraprofessionals contribute to the class.	Instructional time is maximized due to efficient and seamless classroom routines and procedures. Students take initiative in the management of instructional groups and transitions, and/or the handling of materials and supplies. Routines are well understood and may be initiated by students. Volunteers and paraprofessionals make an independent contribution to the class.
2d: Managing Student Behavior	There appear to be no established standards of conduct, or students challenge them. There is little or no teacher monitoring of student behavior, and response to students' misbehavior is repressive or disrespectful of student dignity.	Standards of conduct appear to have been established, but their implementation is inconsistent. The teacher tries, with uneven results, to monitor student behavior and respond to student misbehavior.	Student behavior is generally appropriate. The teacher monitors student behavior against established standards of conduct. Teacher response to student misbehavior is consistent, proportionate, and respectful to students and is effective.	Student behavior is entirely appropriate. Students take an active role in monitoring their own behavior respectfully intervene as appropriate with that of other students who aren't following the standards of conduct. Teacher monitoring of student behavior is subtle and preventive. The teacher's response to student misbehavior is sensitive to individual student needs and respects students' dignity.
2e: Organizing Physical Space	The classroom environment is unsafe, or learning activities are not accessible to many. There is poor alignment between the arrangement of furniture and resources, including computer technology, and the lesson activities.	The classroom is safe, and essential learning activities are accessible to most students. The teacher makes modest use of physical resources, including computer technology. The teacher attempts to adjust the classroom furniture for a lesson or, if necessary, to adjust the lesson to the furniture, but with limited effectiveness.	The classroom is safe, and students have equal access to learning activities; the teacher ensures that the furniture arrangement is appropriate to the learning activities and uses physical resources, including computer technology, effectively.	The classroom environment is safe, and learning activities are accessible to all students, including those with special needs. The teacher makes effective use of physical resources, including computer technology. The teacher ensures that the physical arrangement is appropriate to the learning activities. Students contribute to the use or adaptation of the physical environment to advance learning.

Component	Unsatisfactory	Basic	Proficient	Distinguished
3a: Communicating with Students	The instructional purpose of the lesson is unclear to students, and the directions and procedures are confusing. The teacher's explanation of the content contains major errors and does not include any explanation of strategies students might use. The teacher's spoken or written language contains errors of grammar or syntax. The teacher's academic vocabulary is inappropriate, vague, or used incorrectly, leaving students confused.	The teacher's attempt to explain the instructional purpose has only limited success, and/or directions and procedures must be clarified after initial student confusion. The teacher's explanation of the content may contain minor errors; some portions are clear, others difficult to follow. The teacher's explanation does not invite students to engage intellectually or to understand strategies they might use when working independently. The teacher's spoken language is correct but uses vocabulary that is either limited or not fully appropriate to the students' ages or backgrounds. The teacher rarely takes opportunities to explain academic vocabulary.	The instructional purpose of the lesson is clearly communicated to students, including where it is situated within broader learning; directions and procedures are explained clearly and may be modeled. The teacher's explanation of content is scaffold, clear, and accurate and connects with students' knowledge and experience. During the explanation of content, the teacher focuses, as appropriate, on strategies students can use when working independently and invites student intellectual engagement. The teacher's spoken and written language is clear and correct and is suitable to students' ages and interests. The teacher's use of academic vocabulary is precise and serves to extend student understanding.	The teacher links the instructional purpose of the lesson to the larger curriculum; the directions and procedures are clear and anticipate possible student misunderstanding. The teacher's explanation of content is thorough and clear, developing conceptual understanding through clear scaffolding and connecting with students' interests. Teacher encourages students to contribute to the content to explain concepts to their classmates. Teacher's spoken and written language is expressive, and the teacher finds opportunities to extend students' vocabulary.
3b: Using Questioning and Discussion Techniques	The teacher's questions are of low cognitive challenge, with single correct responses, and are asked in rapid succession. Interaction between the teacher and students is predominantly recitation style, with the teacher mediating all questions and answers; the teacher accepts all contributions without asking students to explain their reasoning. Only a few students participate in the discussion.	The teacher's questions lead students through a single path of inquiry, with answers seemingly determined in advance. Alternatively, the teacher attempts to ask some questions designed to engage students in thinking, but only a few students are involved. The teacher attempts to engage all students in the discussion, to encourage them to respond to one another, and to explain their thinking, with uneven results.	While the teacher may use some low-level questions, he poses questions designed to promote student thinking and understanding. The teacher creates a genuine discussion among students, providing adequate time for students to respond and stepping aside when doing so is appropriate. The teacher challenges students to justify their thinking and successfully engages most students in the discussion, employing a range of strategies to ensure that most students are heard.	The teacher uses a variety or series of questions or prompts to challenge students cognitively, advanced high-level thinking and discourse, and promote metacognition. Students formulate many questions, initiate topics, challenge in a positive manner one another's thinking, and make positive contributions.
3c: Engaging Students in Learning	The learning tasks/ activities, materials and, resources are poorly aligned with the instructional outcomes, or require only rote responses, with only one approach possible. The groupings of students are unsuitable to the activities. The lesson has no clearly defined structure, or the pace of the lesson is too slow or rushed.	The learning tasks and activities are partially aligned with the instructional outcomes but require only minimal thinking by students and little opportunity for them to explain their thinking, allowing most students to be passive or merely compliant. The groupings of students are moderately suitable to the activities. The lesson has a recognizable structure; however, the pacing of the lesson may not provide students the time needed to be intellectually engaged or may be so slow that many students have a considerable amount of "down time."	The learning tasks and activities are fully aligned with the instructional outcomes and are designed to challenge student thinking, inviting students to make their thinking visible. This technique results in active intellectual engagement by most students with important and challenging content and with teacher scaffolding to support that engagement. The groupings of students are suitable to the activities. The lesson has a clearly defined structure, and the pacing of the lesson is appropriate, providing most students the time needed to be intellectually engaged.	Virtually all students are intellectually engaged in challenging content through well-designed learning tasks and activities that require complex thinking by students. The teacher provides suitable scaffolding and challenges students to explain their thinking. There is evidence of some student initiation of inquiry and student contributions to the exploration of important content; students may serve as resources for one another. The lesson has a clearly defined structure, and the pacing of the lesson provides students the time needed not only to intellectually engage with and reflect upon their learning but also to consolidate their understanding.

3d: Using Assessment in Instruction	Students do not appear to be aware of the assessment criteria, and there is little or no monitoring of student learning; feedback is absent or of poor quality. Students do not engage in self- or peer assessment.,	Students appear to be only partially aware of the assessment criteria, and the teacher monitors student learning for the class as a whole. Questions and assessments are rarely used to diagnose evidence of learning. Feedback to students is general, and few students assess their own work..	Students appear to be aware of the assessment criteria, and the teacher monitors student learning for groups of students. Questions and assessments are regularly used to diagnose evidence of learning. Teacher feedback to groups of students is accurate and specific; some students engage in self-assessment	Assessment is fully integrated into instruction, through extensive use of formative assessment. Students appear to be aware of, and there is some evidence that they have contributed to, the assessment criteria. Questions and assessments are used regularly to diagnose evidence of learning by individual students. A variety of forms of feedback, from both teacher and peers, is accurate and specific and advances learning. Students self-assess and monitor their own progress. The teacher successfully differentiates instruction to address individual students' misunderstandings.
3e: Demonstrating Flexibility and Responsiveness	The teacher ignores students' questions; when students have difficulty learning, the teacher blames them or their home environment for their lack of success. The teacher makes no attempt to adjust the lesson even when students don't understand the content.	The teacher accepts responsibility for the success of all students but has only a limited repertoire of strategies to use. Adjustment of the lesson in response to assessment is minimal or ineffective.	The teacher successfully accommodates students' questions and interests. Drawing on a broad repertoire of strategies, the teacher persists in seeking approaches for students who have difficulty learning. If impromptu measures are needed, the teacher makes a minor adjustment to the lesson and does so smoothly.	The teacher seizes an opportunity to enhance learning, building on a spontaneous event or students' interests, or successfully adjusts and differentiates instruction to address individual student misunderstandings. Using an extensive repertoire of instructional strategies and soliciting additional resources from the school or community, the teacher persists in seeking effective approaches for students who need help.

Component	Unsatisfactory	Basic	Proficient	Distinguished
4a: Reflecting on Teaching	The teacher does not know whether a lesson was effective or achieved its instructional outcomes, or the teacher profoundly misjudges the success of a lesson. The teacher has no suggestions for how a lesson could be improved.	The teacher has a generally accurate impression of a lesson's effectiveness and the extent to which instructional outcomes were met. The teacher makes general suggestions about how a lesson could be improved.	The teacher makes an accurate assessment of a lesson's effectiveness and the extent to which it achieved its instructional outcomes and can cite general references to support the judgment. The teacher makes a few specific suggestions of what could be tried another time the lesson is taught.	The teacher makes an accurate assessment of a lesson's effectiveness and the extent to which it achieved its instructional outcomes, citing many specific examples from the lesson and weighing the relative strengths of each. Drawing on an extensive repertoire of skills, the teacher offers specific alternative actions, complete with the probable success of different courses of action.
4b: Maintaining Accurate Records	The teacher's system for maintaining information on student completion of assignments and student progress in learning is nonexistent or in disarray. The teacher's records for non-instructional activities are in disarray, the result being errors and confusion.	The teacher's system for maintaining information on student completion of assignments and student progress in learning is rudimentary and only partially effective. The teacher's records for non-instructional activities are adequate but inefficient and, unless given frequent oversight by the teacher, prone to errors.	The teacher's system for maintaining information on student completion of assignments, student progress in learning, and non-instructional records is fully effective.	The teacher's system for maintaining information on student completion of assignments, student progress in learning, and non-instructional records is fully effective. Students contribute information and participate in maintaining the records when appropriate.

<p>4c: Communicating with Families</p>	<p>The teacher provides little information about the instructional program to families; the teacher's communication about students' progress is minimal. The teacher does not respond, or responds insensitively, to parental concerns.</p>	<p>The teacher makes sporadic attempts to communicate with families about the instructional program and about the progress of individual students but does not attempt to engage families in the instructional program. Moreover, the communication that does take place may not be culturally sensitive to those families.</p>	<p>The teacher provides frequent and appropriate information to families about the instructional program and conveys information about individual student progress in a culturally sensitive manner. The teacher makes some attempts to engage families in the instructional program.</p>	<p>The teacher communicates frequently with families in a culturally sensitive manner, with students contributing to the communication. The teacher responds to family concerns with professional and cultural sensitivity. The teacher's efforts to engage families in the instructional program are frequent.</p>
<p>4d: Participating in the Professional Community</p>	<p>The teacher's relationships with colleagues are negative or self-serving. The teacher avoids participation in a professional culture of inquiry, resisting opportunities to become involved. The teacher avoids becoming involved in school events or school and district projects.</p>	<p>The teacher maintains cordial relationships with colleagues to fulfill duties that the school or district requires. The teacher participates in the school's culture of professional inquiry when invited to do so. The teacher participates in school events and school and district projects when specifically asked.</p>	<p>The teacher's relationships with colleagues are characterized by mutual support and cooperation; the teacher actively participates in a culture of professional inquiry. The teacher volunteers to participate in school events and in school and district projects, making a substantial contribution.</p>	<p>The teacher's relationships with colleagues are characterized by mutual support and cooperation, with the teacher taking initiative in assuming leadership among the faculty. The teacher takes a leadership role in promoting a culture of professional inquiry. The teacher volunteers to participate in school events and district projects, making a substantial contribution and assuming a leadership role in at least one aspect of school or district life.</p>
<p>4e: Growing and Developing Professionally</p>	<p>The teacher engages in no professional development activities to enhance knowledge or skill. The teacher resists feedback on teaching performance from either supervisors or more experienced colleagues. The teacher makes no effort to share knowledge with others or to assume professional responsibilities.</p>	<p>The teacher participates to a limited extent in professional activities when they are convenient. The teacher engages in a limited way with colleagues and supervisors in professional conversation about practice, including some feedback on teaching performance. The teacher finds limited ways to assist other teachers and contribute to the profession.</p>	<p>The teacher seeks out opportunities for professional development to enhance content knowledge and pedagogical skill. The teacher actively engages with colleagues and supervisors in professional conversation about practice, including feedback about practice. The teacher participates actively in assisting other educators and looks for ways to contribute to the profession.</p>	<p>The teacher seeks out opportunities for professional development and makes a systematic effort to conduct action research. The teacher solicits feedback on practice from both supervisors and colleagues. The teacher initiates important activities to contribute to the profession.</p>
<p>4f: Showing Professionalism</p>	<p>The teacher displays dishonesty in interactions with colleagues, students, and the public. The teacher is not alert to students' needs and contributes to school practices that result in some students' being ill served by the school. The teacher makes decisions and recommendations that are based on self-serving interests. The teacher does not comply with school and district regulations.</p>	<p>The teacher is honest in interactions with colleagues, students, and the public. The teacher's attempts to serve students are inconsistent, and unknowingly contributes to some students being ill served by the school. The teacher's decisions and recommendations are based on limited though genuinely professional considerations. The teacher must be reminded by supervisors about complying with school and district regulations.</p>	<p>The teacher displays high standards of honesty, integrity, and confidentiality in interactions with colleagues, students, and the public. The teacher is active in serving students, working to ensure that all students receive a fair opportunity to succeed. The teacher maintains an open mind in team or departmental decision making. The teacher complies fully with school and district regulations.</p>	<p>The teacher can be counted on to hold the highest standards of honesty, integrity, and confidentiality and takes a leadership role with colleagues. The teacher is highly proactive in serving students, seeking out resources when needed. The teacher makes a concerted effort to challenge negative attitudes or practices to ensure that all students, particularly those traditionally underserved, are honored in the school. The teacher takes a leadership role in team or departmental decision making and helps ensure that such decisions are based on the highest professional standards. The teacher complies fully with school and district regulations, taking a leadership role with colleagues.</p>

Student Learning Objective (SLO) Template

This template should be completed while referring to the SLO Template Checklist.

Teacher Name: _____ Academic Year: _____

Content Area and Course(s): _____ Grade Level(s): _____

Please use the guidance provided in addition to this template to develop components of the student learning objective and populate each component in the space below.

Baseline and Trend Data

What information is being used to inform the creation of the SLO and establish the amount of growth that should take place?

Student Population

Which students will be included in this SLO? Include course, grade level, and number of students.

Interval of Instruction

What is the duration of the course that the SLO will cover? Include beginning and end dates.

Standards and Content

To what related standards is the SLO aligned?

Assessment(s)

What assessment(s) will be used to measure student growth for this SLO?

Growth Target(s)

Considering all available data and content requirements, what growth target(s) can students be expected to reach?

Rationale for Growth Target(s)

What is your rationale for setting the above target(s) for student growth within the interval of instruction?

**Wakefield Community School District
Walk Thru Form**

Teacher: _____ Date: _____

Time: _____ Content: _____

Domain 1: Planning and Preparation

- 1A-Demonstrating knowledge of content and pedagogy
- 1B-Demonstrating knowledge of students
- 1C-Setting instructional outcomes
- 1D-Demonstrating knowledge of resources
- 1E-Designing coherent instruction
- 1F-Designing student assessments

Comments/Feedback

Domain 2: The Classroom Environment

- 2A-Creating an environment of respect and rapport
- 2B-Establishing a culture for learning
- 2C-Managing classroom procedures
- 2D-Managing student behavior
- 2E-Organizing physical space

Comments/Feedback

Domain 3: Instruction

- 3A-Communicating with students
- 3B-Using questioning and discussion techniques
- 3C-Engaging students in learning
- 3D-Using assessment in instruction
- 3E-Demonstrating flexibility and responsiveness

Comments/Feedback

Domain 4: Professionalism

- 4A-Reflecting on teaching
- 4B-Maintaining accurate records
- 4C-Communicating with families
- 4D-Participating in the professional community
- 4E-Growing and developing professionally
- 4F-Showing professionalism

Comments/Feedback

Wakefield Community Schools
Videotaped Lesson Self-Reflection

1. What went well during your lesson?

2. What are some areas that surprised you during your lesson?

3. What is an area that you want to work on/improve on based on your videotaped lesson?

4. Were you surprised with any “behaviors” that you observed during your video?

5. How does this lesson/activity support your Student Learning Objective?

**Wakefield Community Schools
Student Learning Objective
Summary/Reflection**



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Return to Work Form

To be completed by healthcare provider prior to returning to work.

_____ has been treated by me for _____
(Patient) (Condition)

I have examined the Patient named above and reviewed the Patient’s job description, if provided. I certify that in accordance with this patient’s physical capability (check all that apply)

Restrictions

- Patient may resume work immediately, no restrictions
- Patient may resume work immediately with the following restrictions:
 - Sedentary work (sitting, occasional walking, standing, lifting less than 10 lbs.)
 - Light work (lifting less than 20 lbs.)
 - Medium work (lifting less than 50 lbs.)
 - Heavy work (lifting less than 100 lbs.)
 - Other*: _____
 - Other*: _____

**If “Other” is selected, on a separate sheet of paper address the details of the restriction, the particular duties which are affected, why they are affected, and any accommodations which would allow the employee to perform the duties.*

Hours/Shifts

- He/She is released to work
 - Hours per day: _____
 - His/her normal shift
- He/She may return to work at full duty on _____(date)
- He/She has a return appointment on _____ (date) at _____(time)

Other Medically Significant Information the Employer Should Know:

Healthcare Provider’s Signature

Date

Printed Name of Healthcare Provider

Telephone Number

Address

Type of Practice

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2018-2019 School Year

AUGUST 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13-14 Teacher Preservice
 13 Meet and Greet at 5:00pm
 15 Students Begin

SEPTEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 Labor Day - No School
 10 2:00 Dismissal

OCTOBER 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 2:00 Dismissal
 P/T Conferences 3:00-9:00pm
 5 No School
 8 2:00 Dismissal
 19 End of 1st Quarter
 46 Student Days
 49 Teacher Days
 29 Teacher Inservice

NOVEMBER 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

12 2:00 Dismissal
 21 1:00 Dismissal
 22-23 Thanksgiving Break

DECEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 2:00 Dismissal
 21 2:00 Dismissal
 End of 2nd Quarter
 42 Student Days
 43 Teacher Days
 End of 1st Semester
 88 Student Days
 92 Teacher Days
 22-31 Winter Break

JANUARY 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-2 Winter Break
 2 Teacher Work Day
 3 School Resumes
 21 2:00 Dismissal

FEBRUARY 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

7 2:00 Dismissal
 P/T Conferences 3:00-9:00pm
 8 No School
 18 2:00 Dismissal

MARCH 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

7 End of 3rd Quarter
 45 Student Days
 47 Teacher Days
 8-12 Spring Break
 11-12 Snow Day Make Up
 18 2:00 Dismissal

APRIL 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

8 2:00 Dismissal
 19-22 No School

MAY 2019						
S	M	T	W	Th	F	S
				1	2	3
				4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17 Noon Dismissal
 1/2 Day Teacher Workday
 End of 4th Quarter
 46 Student Days
 46 Teacher Days
 End of 2nd Semester
 91 Student Days
 93 Teacher Days
 19 Graduation
 20-24 Snow Day Make Up
 27 Memorial Day

JUNE 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Total Student Days - 179
 Total Teacher Days - 185

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Acknowledgement of Receipt

This signed receipt acknowledges receipt of the 201~~89~~-20~~19~~20 Employee Handbook of Wakefield Community School which includes:

My authorization for the district to deduct or withhold from my pay amounts necessary to offset any damages I cause to district property or the value of property or money entrusted to me or owed by me to the district during the course of my employment due to undue negligence.

I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

If I have any questions about any provision, I should confer with my supervisor or building principal.

Signature

Date

**Listed below are the school keys that are in my possession.
(Example - D3)**