

**Wakefield Community School  
Board of Education Regular Meeting  
Monday, July 12, 2021 5:30 PM  
Posted Locations:**

**Wakefield Post Office  
BankFirst  
Wakefield Republican  
School Main Entrance**

**Posted Date: 07/08/2021**

The Board of Education Regular Meeting convened in open and public session on Monday, July 12, 2021 at 5:30 PM in the Board of Education Room at the HS Computer Lab  
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 5:30 PM:**

**Present:** Bree Brown, Emily Godinez, Jeffrey Keagle, Jim Litchfield, Sherri Lundahl, Eric Riewer. Present: 6.

Opening Procedures

Call to Order

Open Meetings Act

Pledge of Allegiance

School District Mission Statement

Roll Call

Excuse Board Member Absences

Approval of Agenda

Motion to approve the agenda Passed with a motion by Jim Litchfield and a second by Jeffrey Keagle.

Bree Brown: Yea

Emily Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Awards and Special Recognition

Reports

Administrators

Elementary Principal Report

Secondary Principal Report

Superintendent Report

Board Committee Reports

Board Policy

Building, Sites & Transportation

Business & Finance

American Civics, Curriculum & Technology

Negotiations & Public Relations

Strategic Planning

Recognition of Visitors/Communication from the Public

WEA

Discussion and Action Items

Consent Agenda

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

Bree Brown: Yea

Emily Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Minutes of the previous meeting

Financial Reports

Discuss and take appropriate action on an administrative recommendation regarding the appointment of a Title IX compliance officer

Move to appoint Matt Farup as the Title IX compliance officer for school year 2021-2022 Passed with a motion by Sherri Lundahl and a second by Jeffrey Keagle.

Bree Brown: Yea

Emily Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri Lundahl: Yea

Eric Riewer: 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 Angela Zach as the high school hearing officer.

Move to appoint Jerad Wulf as the elementary hearing officer and Angela Zach as the high school hearing officer for the state and federal hot lunch program for 2021-2022 school year Passed with a motion by Jeffrey Keagle and a second by Emily Godinez.

Bree Brown: Yea

Emily Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri Lundahl: Yea

Eric Riewer: 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 Dawn Lubberstedt and LaVon Anderson as the determining officials for high school and elementary school lunch applications for the 2021-2022 school year Passed with a motion by Sherri Lundahl and a second by Jim Litchfield.

Bree Brown: Yea

Emily Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action on the appointment of Mrs. Becky Gothier as the Recording Secretary/Board Treasurer for 2021-2022 school year

Move to approve the appointment of Becky Gothier as the Recording Secretary/Board Treasurer for 2021-22 school year  
Passed with a motion by Jeffrey Keagle and a second by Sherri Lundahl.

Bree Brown: Yea

Emily  
Godinez: Yea

Jeffrey  
Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Hold for review and discussion an administrative report regarding the Multicultural offerings and programs.

Move to approve and affirm the District's Multicultural offerings and programs as presented Passed with a motion by Sherri Lundahl and a second by Eric Riewer.

Bree Brown: Yea

Emily  
Godinez: Yea

Jeffrey  
Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Hold for review, discussion and appropriate action a recommended "2020-2021 School Re-opening Resolution."

Move to approve the 2020-2021 School Re-opening Resolution with the update of reviewed data of Policy 5001 as presented.  
Passed with a motion by Sherri Lundahl and a second by Eric Riewer.

Bree Brown: Yea

Emily  
Godinez: Yea

Jeffrey  
Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Hold for discussion and possible action milk bids for school year 2021-2022

Move to accept the dairy product bid from Hiland Dairy Foods for 2021-2022 Passed with a motion by Emily Godinez and a second by Jim Litchfield.

Bree Brown: Yea

Emily  
Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Hold for discussion and possible action a recommendation to declare a number of light fixtures to be surplus.

Move to declare the light fixtures to be surplus Passed with a motion by Jeffrey Keagle and a second by Eric Riewer.

Bree Brown: Yea

Emily Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action regarding an administrative recommendation to renew the District's membership in the Nebraska Rural Community Schools Association.

Move to renew the District's membership in the Nebraska Rural Community Schools Association Passed with a motion by Eric Riewer and a second by Emily Godinez.

Bree Brown: Yea

Emily Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Hold for discussion and possible action a request by Timothy McQuistan, on behalf of a minor child, to waive the option enrollment deadline.

Move to approve the request by Timothy McQuistan, on behalf of a minor child, to waive the option enrollment deadline. Passed with a motion by Emily Godinez and a second by Jeffrey Keagle.

Bree Brown: Yea

Emily Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to approve the 2021-2022 Parent-Student Handbook.

Move to approve the 2021-2022 Parent-Student Handbook and revisions as presented Passed with a motion by Sherri Lundahl and a second by Jim Litchfield.

Bree Brown: Yea

Emily  
Godinez: Yea

Jeffrey  
Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action regarding a recommendation from the Policy Committee to approve policies 2005, 3003, 3003.1, 3004.1, 3042, 3043, 3058, 5063, 6036 as reviewed and to include the required updates.

Move to approve the following policies: 2005, 3003, 3003.1, 3004.1, 3042, 3043, 3058, 5063, and 6036 as presented, and to waive the second reading requirement. Passed with a motion by Emily Godinez and a second by Jeffrey Keagle.

Bree Brown: Yea

Emily  
Godinez: Yea

Jeffrey  
Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action regarding a recommendation from the Policy Committee to approve Board Policy 3001: Budget and Property Tax Request

Move to accept Board Policy 3001 as presented on first reading as presented, and to waive the second reading requirement. Passed with a motion by Sherri Lundahl and a second by Eric Riewer.

Bree Brown: Yea

Emily  
Godinez: Yea

Jeffrey  
Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Hold for consideration and discussion of the second reading of Board Policy 6027: Field Trips.

Move to approve Board Policy 6027 as presented on second reading Passed with a motion by Jim Litchfield and a second by Jeffrey Keagle.

Bree Brown: Yea

Emily  
Godinez: Yea

Jeffrey  
Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action on the section 125 Cafeteria Plan resolution

Move to adopt a Section 125 Flexible Fringe Benefits Plan with American Fidelity effective September 1, 2021 Passed with a motion by Eric Riewer and a second by Emily Godinez.

Bree Brown: Yea

Emily  
Godinez: Yea

Jeffrey  
Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to pass a resolution opposing the current draft of the Nebraska Department of Education Draft Health Standards.

I move to pass the resolution in opposition to the current draft of the Nebraska Department of Education Health Standards. Passed with a motion by Jeffrey Keagle and a second by Jim Litchfield.

Bree Brown: Yea

Emily  
Godinez: Nay

Jeffrey  
Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Eric Riewer: Yea

Yea: 5, Nay: 1

Hold for consideration, discussion, and appropriate action a recommendation from the Building, Grounds, & Transportation Committee to accept a bid from Blue Skies Construction for installing the EPDM Recoat System, the Metal Restoration System, and the Spray Polyurethane Foam (SPF) System.

Move to accept a bid for installing the EPDM Recoat System, the Metal Restoration System, and the Spray Polyurethane Foam (SPF) System Passed with a motion by Jim Litchfield and a second by Emily Godinez.

Bree Brown: Yea

Emily Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

Hold for consideration, discussion, and appropriate action a recommendation from the Building, Grounds, & Transportation Committee to accept a bid from Heartland Scenic Studio, Inc. for stage lighting.

Move to accept a bid from Heartland Scenic Studio for stage lighting and installation Passed with a motion by Sherri Lundahl and a second by Jeffrey Keagle.

Bree Brown: Yea

Emily Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0

#### Upcoming Dates and Times

Set the date and time for the next regular meeting

#### Adjournment

Motion to adjourn the meeting at 7:22pm Passed with a motion by Jeffrey Keagle and a second by Eric Riewer.

Bree Brown: Yea

Emily Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri Lundahl: Yea

Eric Riewer: Yea

Yea: 6, Nay: 0



# NASB BOARD QUICKS



A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

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<http://members.nasbonline.org/index.php/events>

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'.  
If you do not have an email and password to log in or have forgotten it, please contact NASB at 800-422-4572 for assistance.



## YOUR MONTHLY BOARD AGENDA UPDATE VIDEO LINKS

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

### JULY

NASB LEGISLATIVE LUNCH - JULY 19 - STEINAUER W/ SEN. JULIE SLAMA

NASB ORIENTATION - JULY 21 - LINCOLN

NASB LEGISLATIVE LUNCH - JULY 22 - STRANG W/ SEN. TOM BRANDT

### AUGUST

AREA MEMBERSHIP MEETING - AUGUST 24 - GERING

AREA MEMBERSHIP MEETING - AUGUST 25 - NORTH PLATTE

AREA MEMBERSHIP MEETING - AUGUST 31 - VALENTINE

### SEPTEMBER

AREA MEMBERSHIP MEETING - SEPTEMBER 1 - NORFOLK

AREA MEMBERSHIP MEETING - SEPTEMBER 8 - KEARNEY

FACILITIES & CONSTRUCTION WORKSHOP - SEPTEMBER 9 - KEARNEY

AREA MEMBERSHIP MEETING - SEPTEMBER 15 - YORK

AREA MEMBERSHIP MEETING - SEPTEMBER 29 - FREMONT

### OCTOBER

AREA MEMBERSHIP MEETING - OCTOBER 5 - LA VISTA

AREA MEMBERSHIP MEETING - OCTOBER 6 - NEBRASKA CITY

LABOR RELATIONS CONFERENCE - OCTOBER 12-13 - LINCOLN

5TH ANNUAL SPARQ TAILGATE - OCTOBER 30 - EMBASSY SUITES - LINCOLN

### NOVEMBER

2021 STATE EDUCATION CONFERENCE - NOVEMBER 17-19 - DOWNTOWN OMAHA

LEADERSHIP

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**Wakefield Community School  
Board of Education Regular Meeting  
Monday, June 14, 2021 5:30 PM**

Posted Locations:

- Wakefield Post Office • BankFirst • Wakefield Republican • School Main Entrance

Posted Date: 06/10/2021

<https://zoom.us/j/95390349273>

The Board of Education Regular Meeting convened in open and public session on Monday, June 14, 2021 at 5:30 PM in Room 114 at 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 5:30 PM:**

**Present:** Bree Brown, Jeffrey Keagle, Jim Litchfield, Sherri Lundahl, Eric Riewer. **Absent:** Emily Godinez  
Present: 5, Absent: 1.

Also present: Superintendent Moody, Secondary Principal Farup, Elementary Principal Wulf and Recording Secretary Gothier.

**Opening Procedures**

- Call to Order
- Open Meetings Act
- Pledge of Allegiance
- School District Mission Statement
- Roll Call

**Excuse Board Member Absences**

Motion to excuse Emily Godinez passed with a motion by Lundahl and a second by Keagle.  
Yea: Brown, Keagle, Litchfield, Lundahl, Riewer  
Yea: 5, Nay: 0

**Approval of Agenda**

Motion to approve the agenda passed with a motion by Riewer and a second by Litchfield.  
Yea: Brown, Keagle, Litchfield, Lundahl, Riewer  
Yea: 5, Nay: 0

**Awards and Special Recognition**

- Michelle Galles received the ACTEN Family and Consumer Sciences Education and the 2021 Rich Katt CTE Educator Teacher of the Year awards.
- Justin Erb competed in the 2021 Shrine Bowl.
- Nick Arenas, Blake Brown, Justin Erb and Rylan Weaver participated in the Northeast Nebraska All Star Football Classic with Jeff Keagle as one of the referees.

**Reports**

**Elementary Principal Report**

- Working on schedule for next year.
- Staffing changes: Timarie Hansen is moving to High School Business and Sara Schlickbernd is moving to 1<sup>st</sup> Grade.
- Both 3-year-old and 4-year-old Pre-School is almost full, so parents need to get their paperwork in if they want to send their child.
- Most of the Elementary class sizes will be over 40 next year.
- We have received our new math curriculum. Virtual training is scheduled for June 22.

## Secondary Principal Report

- Have made significant progress on the design of the press box/concession stand/bathroom facility for the sports complex. There are weekly meetings with the architects.
- Visited several sports complexes in the state to get ideas for our project.
- Plans for the stadium project will be unveiled to the community in mid-July followed by a ground-breaking ceremony in late July.
- The security system for the Activity Center is installed, but the fobs are on backorder. Once those are received, there will be an open house for the community.
- The main gym has been painted; new lights will be installed later this month.
- Lighting project: All the lights in the entire building will be replaced with LED fixtures. Some fixtures have been received and should be installed by mid-July.
- Most of the new smartboards and TVs have been hung in the classrooms.
- The EL team met for planning and professional development.
- 11 teachers worked with Dr. Nunnally on curriculum development over 2 days.
- 7 teachers met with the new high school principal, Angie Zach, to review the Cognia exit report.
- With the changes in the Music Department, we need to hire a part time accompanist for JH and High School choir. These are back to back periods, and would only be a few days a week.
- We will have Color Guard instead of Swing Choir next year. About 16 students have expressed interest.
- We will also be starting a cheer squad next year.
- There is a shortage of teachers. There is a grant available to start a Future Teachers of America program to help promote students going into teaching.

## Superintendent Report

- NDE has approved our ESSER II grant application - \$331,399. These funds will be use to recoup certain expenses spent during 2020-2021.
- The application process for the ESSER III grant has begun. We have been allocated \$744,274. The ESSER III funding enables educational agencies to promote safe school operations and equity-driven, sustainable, evidence-based programs to serve students – especially those who are the furthest from opportunity – and to continue to strengthen teaching and learning. These funds are available until September 2024.

## Board Committee Reports

### Board Policy

- Committee met May 24 to review the 6000 policy series and will have a recommendation later in the agenda.

### Business & Finance

- Bills have been reviewed and found in order.

### Negotiations & Public Relations

- The ESSER III application process requires public input. This will need to be scheduled.

## Discussion and Action Items

### Consent Agenda

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

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

Bills were reviewed by the Finance Committee and approved as follow: General: \$515,473.19; Lunch: \$22,864.32; Special Building: \$122,952.00; Student Fee: \$40.66; Payroll: \$240,787.36; Activities: \$52,344.42.

## Discuss and take appropriate action regarding the appointment of Superintendent-Elect, Matt Farup, as the authorized representative for all local, state, and federal programs and documents as of July 1, 2021.

Dr. Moody's contract ends June 30, 2021. Since we are currently involved in several state and federal programs that Matt Farup may need to act upon before the July board meeting, this will give him the authorization to act on behalf of the board when he takes over as Superintendent July 1, 2021.

Motion to appoint Matt Farup as the District Representative for all local, state, and federal programs and documents beginning July 1, 2021 passed with a motion by Lundahl and a second by Riewer.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

**Discuss and take appropriate action authorizing Superintendent-Elect, Matt Farup, to sign checks for the General Fund; Contingency Fund; Depreciation Fund; Lunch Fund; Special Building Fund; Employee Benefit Fund; Bond Fund; Cooperative Fund and Qualified Capital Purpose Undertaking Fund.**

Motion to authorize Superintendent-Elect, Matt Farup, to sign checks for the General Fund; Contingency Fund; Depreciation Fund; Lunch Fund; Special Building Fund; Employee Benefit Fund; Bond Fund; Cooperative Fund and Qualified Capital Purpose Undertaking Fund passed with a motion by Keagle and a second by Riewer.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

**Discuss and take appropriate action authorizing the Superintendent-Elect, Matt Farup, to sign checks for the Activities Fund.**

Motion to authorize the Superintendent-Elect, Matt Farup, to sign checks for the Activities Fund passed with a motion by Lundahl and a second by Riewer.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

**Hold for discussion and appropriate action an administrative recommendation to authorize the Superintendent-elect, Matt Farup, to enter into a low-interest loan agreement with the Nebraska Energy Office and BankFirst for the previously approved facility lighting project.**

The board approved the lighting project at the April meeting. We would also be able to use this loan for roof repairs.

Motion to approve entering into a low-interest loan agreement with the Nebraska Energy Office and BankFirst for the previously approved facility lighting project passed with a motion by Riewer and a second by Keagle.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

**Hold for discussion and appropriate action an administrative recommendation to enter into a Project Development Agreement (PDA) with Asset Environments (AE).**

Asset Environments will provide engineering and technical support for a heat, ventilation, and air conditioning (HVAC) retrofit for the high school.

Motion to approve entering into a Project Development Agreement (PDA) with Asset Environments (AE) in an amount not to exceed \$6,700 passed with a motion by Keagle and a second by Litchfield.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

**Hold for consideration, discussion, and appropriate action an administrative recommendation to issue a professional teaching contract to Connie Wageman as the 2021-22 full-time substitute teacher.**

The board previously approved the hiring of a full-time substitute teacher for the 2021-22 school year. We are fortunate to have Connie Wageman available to fill the position. She will be in the building everyday wherever needed.

Motion to approve a professional teaching contract to Connie Wageman as the 2021-22 full-time substitute teacher passed with a motion by Lundahl and a second by Riewer.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

**Hold for consideration, discussion, and appropriate action an administrative recommendation to issue a professional teaching contract to Colton McCreary.**

Colton will be teaching elementary P.E. and technology. He will also be coaching some JH athletics.

Motion to approve the issuance of a professional teaching contract to Colton McCreary passed with a motion by Keagle and a second by Litchfield.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

**Hold for consideration, discussion, and appropriate action an administrative recommendation to issue a professional teaching contract to Lucas Munter.**

Lucas will be providing Elementary Special Education services and coaching wrestling.

Motion to approve the issuance of a professional teaching contract to Lucas Munter passed with a motion by Keagle and a second by Riewer.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

**Hold for consideration, discussion, and appropriate action an administrative recommendation to approve proposed upgrades to the high school welding program.**

Mr. Tietmeyer and Mr. Farup have submitted a revision grant application to cover the cost of the upgrade. The project would also meet the guidelines of the ESSER III grant. The upgrades would include 8 additional welders and 8 Downdraft Tables.

Motion to approve the upgrades to the High School welding program as presented passed with a motion by Riewer and a second by Keagle.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

**Hold for discussion and appropriate action an administrative recommendation to approve the purchase of stage curtains and rigging from Omaha Stage Equipment.**

We have made major improvements in the gym/stage area. The current stage curtains are in poor condition and need to be replaced.

Motion to accept the bid from Omaha Stage Equipment for new stage curtains and rigging passed with a motion by Lundahl and a second by Riewer.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

**Hold for discussion and appropriate action an administrative recommendation to purchase black vinyl curtains for the stage backdrop.**

The backdrop materials on the stage are also in need of replacement. We would be replacing several smaller curtains with two large curtains.

Motion to approve the purchase of vinyl curtains from Innovative Protectives Inc. passed with a motion by Riewer and a second by Lundahl.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

**Hold for discussion and appropriate action an administrative recommendation to purchase Language Arts curriculum materials from Carnegie Learning.**

Our junior/senior high school language arts textbooks need to be upgraded.

Motion to approve the purchase of Language Arts curriculum materials from Carnegie Learning passed with a motion by Keagle and a second by Litchfield.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

**Hold for discussion and appropriate action a recommendation from the Board Policy Committee regarding its review of the Series 6000 policies.**

The committee reviewed the 6000's. They recommend holding #6027: Field Trips for further study as well as #6017: Homework for proposed revision, and approval of the remainder of the current Series 6000 policies as reviewed.

Motion to approve the Series 6000 policies as reviewed and presented passed with a motion by Riewer and a second by Keagle.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

**Hold for consideration and discussion Board Policy 6017: Homework.**

Mr. Farup would like the Board to consider changes in the homework policy, but would like the opportunity to get teacher input.

Motion to table Board Policy # 6017: Homework as presented on first reading passed with a motion by Litchfield and a second by Riewer.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

**Hold for consideration and discussion Board Policy 6027: Field Trips.**

The current policy requires board approval for all out of state field trips. The Policy Committee recommends changing it to Administration approval.

Motion to accept Board Policy 6027 as presented on first reading and move forward for a second reading passed with a motion by Lundahl and a second by Keagle.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0

**Upcoming Dates and Times**

- Building, Sites & Transportation Committee – June 23 at 4:00pm
- Policy Committee – July 8 at 4:30
- Regular Board Meeting – July 12
- Meet & Greet – August 16

**Adjournment**

Motion to adjourn the meeting at 7:11pm passed with a motion by Keagle and a second by Riewer.

Yea: Brown, Keagle, Litchfield, Lundahl, Riewer

Yea: 5, Nay: 0



Jeff Keagle, Secretary



Becky Gothier, Recording Secretary

# Wakefield Community School

## Cash Summary Report

Accounting Cycle: FY20-21; Beginning Period: Period 10 (06/01/2021 - 06/30/2021) ; Ending Period: Period 10 (06/01/2021 - 06/30/2021) ; 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: 7/9/2021 1:12:22 PM

| Fund             | Description           | Beginning Balance     | Revenue             | Expenditure           | Other         | Ending Balance        | Encumbrances          | Liabilities   | Available             |
|------------------|-----------------------|-----------------------|---------------------|-----------------------|---------------|-----------------------|-----------------------|---------------|-----------------------|
| 01               | General Fund          | \$2,983,476.50        | \$366,586.86        | (\$730,799.46)        | \$0.00        | \$2,619,263.90        | (\$247,039.89)        | \$0.00        | \$2,372,224.01        |
| 02               | Depreciation Fund     | \$624,309.29          | \$191.91            | \$0.00                | \$0.00        | \$624,501.20          | (\$27,543.46)         | \$0.00        | \$596,957.74          |
| 03               | Employee Benefit Fund | \$39,532.04           | \$12.15             | \$0.00                | \$0.00        | \$39,544.19           | \$0.00                | \$0.00        | \$39,544.19           |
| 05               | Activity Fund         | \$38,072.58           | \$0.00              | \$0.00                | \$0.00        | \$53,924.08           | \$0.00                | \$0.00        | \$53,924.08           |
| 06               | School Nutrition Fund | \$177,083.19          | \$34,297.39         | (\$27,755.59)         | \$0.00        | \$183,624.99          | (\$1,187.18)          | \$0.00        | \$182,437.81          |
| 07               | Bond Fund             | \$39,432.05           | \$12.12             | \$0.00                | \$0.00        | \$39,444.17           | \$0.00                | \$0.00        | \$39,444.17           |
| 08               | Special Building Fund | \$885,082.67          | \$5,070.26          | \$0.00                | \$0.00        | \$890,152.93          | \$0.00                | \$0.00        | \$890,152.93          |
| 09               | QCPUF Fund            | \$107,579.17          | \$2,892.13          | \$0.00                | \$0.00        | \$110,471.30          | \$0.00                | \$0.00        | \$110,471.30          |
| 11               | Interim Fund          | \$3,521.20            | \$1,259.06          | (\$842.69)            | \$0.00        | \$3,937.57            | \$0.00                | \$0.00        | \$3,937.57            |
| 12               | Student Fees Fund     | \$6,194.36            | \$0.00              | (\$4,969.28)          | \$0.00        | \$1,225.08            | \$0.00                | \$0.00        | \$1,225.08            |
| <b>Sub Total</b> |                       | <b>\$4,920,134.55</b> | <b>\$410,321.88</b> | <b>(\$764,367.02)</b> | <b>\$0.00</b> | <b>\$4,566,089.41</b> | <b>(\$275,770.53)</b> | <b>\$0.00</b> | <b>\$4,290,318.88</b> |

# Wakefield Community School

## Budget Report - June 30, 2021

| FUNCTION  | June Expenses | Current Budget | Actuals (YTD)  | Encumbrances (YTD) | Available     | % of Budget Remaining |
|---|---------------|----------------|----------------|--------------------|---------------|-----------------------|
| 01100 - Regular Instruction   | \$255,221.55  | \$3,185,605.79 | \$2,508,703.42 | \$54,486.11        | \$622,416.26  | 21.25                 |
| 01125 - Regular Instructional Programs School Age (Flex-Spending)   | \$2,141.04    | \$26,897.40    | \$25,186.37    | \$0.00             | \$1,711.03    | 6.36                  |
| 01150 - Limited English Proficiency Programs  | \$18,534.85   | \$263,310.18   | \$197,829.43   | \$164.70           | \$65,316.05   | 24.87                 |
| 01160 - Poverty Programs  | \$25,618.04   | \$311,486.81   | \$259,155.23   | \$0.00             | \$52,331.58   | 16.80                 |
| 01190 - Early Childhood Educational Programs  | \$4,071.38    | \$61,613.23    | \$57,111.99    | \$1,578.54         | \$2,922.70    | 7.31                  |
| 01200 - Special Education Instructional Programs - School Age   | \$48,394.11   | \$618,765.85   | \$492,121.63   | \$2,235.42         | \$124,408.80  | 20.47                 |
| 01291 - Special Education Instructional Programs - Ages 3-5   | \$20,799.18   | \$245,899.50   | \$226,503.06   | \$0.00             | \$19,396.44   | 7.89                  |
| 02120 - Guidance Services   | \$11,293.18   | \$144,492.09   | \$113,567.61   | \$3,677.00         | \$27,247.48   | 21.40                 |
| 02130 - Health Services   | \$6,330.78    | \$68,118.51    | \$65,812.97    | \$1,086.08         | \$1,219.46    | 3.38                  |
| 02141 - Psychological Services - SPED - School Age  | \$0.00        | \$99,500.00    | \$73,612.50    | \$0.00             | \$25,887.50   | 26.02                 |
| 02151 - Speech Pathology and Audiology Services - SPED - School Age   | \$0.00        | \$102,630.00   | \$76,283.00    | \$0.00             | \$26,347.00   | 25.67                 |
| 02161 - Occupational Therapy-Related Services - SPED - School Age   | \$0.00        | \$9,840.00     | \$10,977.75    | \$0.00             | (\$1,137.75)  | (11.56)               |
| 02171 - Physical Therapy-Related Services - SPED - School Age   | \$0.00        | \$1,845.00     | \$891.75       | \$0.00             | \$953.25      | 51.67                 |
| 02181 - Visually Impaired or Vision Services - SPED - School Age  | \$0.00        | \$245.00       | \$0.00         | \$0.00             | \$245.00      | 100.00                |
| 02190 - Support Services - Student - Other  | \$423.86      | \$20,581.59    | \$6,410.75     | \$0.00             | \$14,170.84   | 68.85                 |
| 02213 - Instructional Staff Training  | \$20.00       | \$9,000.00     | \$7,263.56     | \$0.00             | \$1,736.44    | 19.29                 |
| 02220 - Library or Media Services   | \$3,625.10    | \$57,482.63    | \$39,953.55    | \$5,460.26         | \$12,068.82   | 30.49                 |
| 02310 - Board of Education  | \$992.80      | \$62,000.00    | \$40,982.89    | \$0.00             | \$21,017.11   | 33.90                 |
| 02320 - Executive Administration  | \$14,507.89   | \$194,609.43   | \$142,687.20   | \$0.00             | \$51,922.23   | 26.68                 |
| 02330 - District Legal Services   | \$160.00      | \$25,000.00    | \$2,398.50     | \$0.00             | \$22,601.50   | 90.41                 |
| 02410 - Office of the Principal   | \$29,708.23   | \$357,838.54   | \$295,374.89   | \$1,954.83         | \$60,508.82   | 17.46                 |
| 02510 - Fiscal Services   | \$6,516.41    | \$128,001.48   | \$73,072.76    | \$0.00             | \$54,928.72   | 42.91                 |
| 02570 - Personnel Services  | \$2,788.11    | \$0.00         | \$5,399.09     | \$0.00             | (\$5,399.09)  | 100                   |
| 02580 - Administrative Technology Service   | \$7,921.66    | \$156,514.18   | \$88,481.97    | \$6,576.00         | \$61,456.21   | 43.47                 |
| 02610 - Operation of Buildings  | \$58,359.33   | \$466,517.58   | \$339,861.80   | \$1,220.39         | \$125,435.39  | 27.15                 |
| 02630 - Care and Upkeep of Grounds  | \$1,231.93    | \$28,914.65    | \$11,755.40    | \$285.58           | \$16,873.67   | 59.34                 |
| 02670 - Safety  | \$0.00        | \$1,650.00     | \$2,153.26     | \$0.00             | (\$503.26)    | (30.50)               |
| 02710 - Vehicle Operation and Purchasing - Regular Education  | \$11,984.29   | \$204,167.91   | \$131,218.28   | \$0.00             | \$72,949.63   | 35.73                 |
| 02712 - Vehicle Operation and Purchasing - School Age SPED  | \$0.00        | \$1,500.00     | \$511.00       | \$0.00             | \$989.00      | 65.93                 |
| 02730 - Vehicle Servicing and Maintenance - Regular Education   | \$2,664.49    | \$47,558.84    | \$40,585.41    | \$0.00             | \$6,973.43    | 14.66                 |
| 02732 - Vehicle Servicing and Maintenance - School Age SPED   | \$0.00        | \$1,100.00     | \$0.00         | \$0.00             | \$1,100.00    | 100.00                |
| 03535 - High Ability Learners   | \$505.77      | \$6,512.22     | \$5,481.10     | \$0.00             | \$1,031.12    | 15.83                 |
| 06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies | \$16,841.48   | \$116,410.94   | \$115,933.02   | \$189.00           | \$288.92      | 0.41                  |
| 06310 - Federal Services - Title II, Part A ESSA Supporting Effective Instruction                               | \$0.00        | \$13,376.39    | \$0.00         | \$0.00             | \$13,376.39   | 100.00                |
| 06404 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four                           | \$0.00        | \$29,400.00    | \$0.00         | \$0.00             | \$29,400.00   | 100.00                |
| 06406 - Federal Services - IDEA Preschool (619) Base Allocation   | \$0.00        | \$555.00       | \$0.00         | \$0.00             | \$555.00      | 100.00                |
| 06408 - IDEA Part B Base & Enrollment Poverty Allocation  | \$0.00        | \$0.00         | \$38,068.50    | \$0.00             | (\$38,068.50) | 100                   |
| 06410 - Federal Services - IDEA Enrollment or Poverty (611)   | \$0.00        | \$71,342.00    | \$0.00         | \$0.00             | \$71,342.00   | 100.00                |

| <b>FUNCTION</b>   | <b>June Expenses</b> | <b>Current Budget</b> | <b>Actuals (YTD)</b>  | <b>Encumbrances (YTD)</b> | <b>Available</b>      | <b>% of Budget Remaining</b> |
|---|----------------------|-----------------------|-----------------------|---------------------------|-----------------------|------------------------------|
| 06700 - Federal Services - Federal Vocational and Applied Technology Education (Carl Perkins) | \$0.00               | \$5,600.00            | \$13,881.48           | \$0.00                    | (\$8,281.48)          | (147.88)                     |
| 06925 - Federal Services - Title III ESSA - ELL   | (\$4,491.23)         | \$0.00                | \$0.00                | \$0.00                    | \$0.00                | 100                          |
| 06992 - Federal Services - REAP   | \$0.00               | \$44,622.00           | \$0.00                | \$0.00                    | \$44,622.00           | 100.00                       |
| 06997 - Emergency Relief - ESSER II   | \$53,373.18          | \$331,399.00          | \$190,629.71          | \$2,453.10                | \$138,316.19          | 42.48                        |
| 06998 - Emergency Relief - ESSER III  | \$131,262.05         | \$450,000.00          | \$142,092.96          | \$165,672.88              | \$142,234.16          | 68.42                        |
| 08000 - Transfers (Outgoing)  | \$0.00               | \$20,000.00           | \$20,000.00           | \$0.00                    | \$0.00                | 0.00                         |
| <b>General Fund Grand Total</b>   | <b>\$730,799.46</b>  | <b>\$7,991,903.74</b> | <b>\$5,861,953.79</b> | <b>\$247,039.89</b>       | <b>\$1,882,910.06</b> | <b>23.56</b>                 |

|  |                     |                       |                       |                    |                       |              |
|--|---------------------|-----------------------|-----------------------|--------------------|-----------------------|--------------|
| <b>Prior Year General Fund Grand Total</b> | <b>\$544,621.12</b> | <b>\$6,658,585.89</b> | <b>\$5,057,239.11</b> | <b>\$98,164.99</b> | <b>\$1,503,181.79</b> | <b>24.05</b> |
|--|---------------------|-----------------------|-----------------------|--------------------|-----------------------|--------------|

**GENERAL FUND - #195103**  
**TREASURER'S REPORT AS OF JUNE 30, 2021**

**BALANCE AS OF JUNE 1, 2021** **\$2,983,476.50**

**REVENUE**

|  |            |                          |
|--|------------|--------------------------|
| WCS-General - Limited Computer Use                 | 63.00      |                          |
| Various Summer Insurance Premium Reimb.            | 1,453.76   |                          |
| Activity Fund - Payroll Reimb - Swing Choir Stipen | 200.00     |                          |
| Sale of Surplus Property - Projectors              | 80.00      |                          |
| Perkins Grant Reimb                                | 7,248.54   |                          |
| NECC - Dual Credit Classes                         | 3,011.25   |                          |
| ESU #7 - Title III Prof Dev Stipend Reimb          | 1,156.76   |                          |
| SON - Wellness Grant Reimb                         | 3,425.00   |                          |
| SON - Medicaid - NEMAC                             | 2,101.93   |                          |
| SON - SPED Reimb                                   | 78,631.00  |                          |
| SON - State Aid                                    | 153,457.00 |                          |
| Thurston County - Proceeds                         | 885.56     |                          |
| Dixon County - Proceeds                            | 29,335.63  |                          |
| Wayne County- Proceeds                             | 87,562.24  |                          |
| Bank - Interest                                    | 848.71     |                          |
| <b>TOTAL REVENUE</b>                               |            | <b><u>369,460.38</u></b> |

**EXPENSES**

|                           |            |                            |
|---------------------------|------------|----------------------------|
| June Payables             | 498,255.17 |                            |
| June Payroll              | 235,417.81 |                            |
| <b>TOTAL EXPENDITURES</b> |            | <b><u>\$733,672.98</u></b> |

**TOTAL** **\$2,619,263.90**

**GENERAL FUND AS OF JUNE 30, 2021** **\$2,619,263.90**

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID; Filtered by Group.

From 09/01/2020 to 06/30/2021.

| Site ID          | Site Name                         | Beginning Cash   | Receipts         | Disbursements     | Adjustments   | Cash Balance     |
|------------------|-----------------------------------|------------------|------------------|-------------------|---------------|------------------|
| Group ID         | Group Name                        |                  |                  |                   |               |                  |
| Activity ID      | Activity Name                     |                  |                  |                   |               |                  |
| <b>WCS</b>       | <b>Wakefield Community School</b> |                  |                  |                   |               |                  |
| <b>A</b>         | <b>ATHLETICS</b>                  |                  |                  |                   |               |                  |
| 100              | FOOTBALL                          | 3,249.99         | 5,044.00         | 7,637.13          | 0.00          | 656.86           |
| 110              | VOLLEYBALL                        | 4,438.61         | 3,290.86         | 3,769.13          | 0.00          | 3,960.34         |
| 125              | BOYS BASKETBALL                   | 5,321.28         | 3,010.00         | 4,955.77          | 0.00          | 3,375.51         |
| 130              | GIRLS BASKETBALL                  | 3,659.20         | 4,372.75         | 6,128.59          | 0.00          | 1,903.36         |
| 145              | TRACK                             | 0.00             | 739.00           | 782.00            | 0.00          | -43.00           |
| 160              | NEW UNIFORMS                      | 0.00             | 0.00             | 27,085.43         | 0.00          | -27,085.43       |
| 170              | WRESTLING                         | 2,147.79         | 2,487.00         | 2,417.66          | 0.00          | 2,217.13         |
| 175              | GEN ATHLETICS                     | 18,424.65        | 43,555.23        | 50,150.04         | 0.00          | 11,829.84        |
| 579              | STUDENTS TRACK ACCOUNT            | 300.00           | 0.00             | 0.00              | 0.00          | 300.00           |
| 580              | STUDENTS GOLF ACCOUNT             | 300.00           | 0.00             | 0.00              | 0.00          | 300.00           |
| <b>A Totals:</b> |                                   | <b>37,841.52</b> | <b>62,498.84</b> | <b>102,925.75</b> | <b>0.00</b>   | <b>-2,585.39</b> |
| <b>B</b>         | <b>CLASSES</b>                    |                  |                  |                   |               |                  |
| 211              | CLASS OF 2022                     | 1,713.20         | 1,498.99         | 3,211.09          | 844.32        | 845.42           |
| 212              | CLASS OF 2023                     | 681.11           | 0.00             | 0.00              | 0.00          | 681.11           |
| 215              | CLASS OF 2024                     | 583.31           | 0.00             | 0.00              | 0.00          | 583.31           |
| 216              | CLASS OF 2025                     | 39.58            | 223.70           | 0.00              | 0.00          | 263.28           |
| 582              | CLASS OF 2026                     | 0.00             | 455.76           | 0.00              | 0.00          | 455.76           |
| 584              | CLASS OF 2027                     | 0.00             | 0.00             | 0.00              | 0.00          | 0.00             |
| <b>B Totals:</b> |                                   | <b>3,017.20</b>  | <b>2,178.45</b>  | <b>3,211.09</b>   | <b>844.32</b> | <b>2,828.88</b>  |

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID; Filtered by Group.

From 09/01/2020 to 06/30/2021.

| Site ID<br>Group ID    | Site Name<br>Group Name   | Activity ID | Activity Name | Beginning Cash | Receipts  | Disbursements | Adjustments | Cash Balance |
|------------------------|---------------------------|-------------|---------------|----------------|-----------|---------------|-------------|--------------|
| <b>C ORGANIZATIONS</b> |                           |             |               |                |           |               |             |              |
| 301                    | POWER DRIVE               |             |               | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 302                    | FFA                       |             |               | 625.42         | 0.00      | 0.00          | 0.00        | 625.42       |
| 303                    | SPEECH CLUB               |             |               | 4,499.34       | 2,961.00  | 4,600.14      | 0.00        | 2,860.20     |
| 305                    | DISTRICT 7 FCCLA          |             |               | 6,594.95       | 447.00    | 1,424.98      | -150.00     | 5,466.97     |
| 306                    | MUSIC BOOSTERS            |             |               | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 310                    | NATIONAL HONOR SOCIETY    |             |               | 2,821.70       | 482.28    | 698.62        | 0.00        | 2,605.36     |
| 315                    | FBLA                      |             |               | 6,707.27       | 3,849.69  | 4,331.99      | 0.00        | 6,224.97     |
| 320                    | ANNUAL                    |             |               | 1,283.20       | 6,086.44  | 11,210.49     | 0.00        | -3,840.85    |
| 325                    | TOTAD                     |             |               | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 330                    | FCCLA                     |             |               | 5,540.14       | 7,233.68  | 5,935.03      | 0.00        | 6,838.79     |
| 335                    | STUCO                     |             |               | 2,379.44       | 927.43    | 274.40        | 0.00        | 3,032.47     |
| 340                    | SPEECH & DRAMA            |             |               | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 345                    | ONE ACT                   |             |               | 299.43         | 1,094.27  | 1,402.70      | 0.00        | -9.00        |
| 346                    | ART CLUB                  |             |               | 812.80         | 1,894.12  | 2,080.00      | 0.00        | 626.92       |
| 385                    | LIBRARY                   |             |               | 1,804.30       | 0.00      | 0.00          | 0.00        | 1,804.30     |
| 395                    | HOMECOMING                |             |               | 915.89         | 390.40    | 1,306.29      | 0.00        | 0.00         |
| 401                    | CHEER SQUAD               |             |               | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 501                    | HIGH SCHOOL SWING CHOIR   |             |               | 412.35         | 3,957.00  | 2,967.52      | 0.00        | 1,401.83     |
| 553                    | ELEMENTARY STUCO          |             |               | 283.22         | 0.00      | 217.42        | 0.00        | 65.80        |
| 578                    | SKILLS USA                |             |               | 3,724.87       | 2,723.65  | 2,792.34      | 0.00        | 3,656.18     |
| 581                    | FCA                       |             |               | 0.00           | 196.02    | 300.00        | 150.00      | 46.02        |
| <b>C Totals:</b>       |                           |             |               | 38,704.32      | 32,242.98 | 39,541.92     | 0.00        | 31,405.38    |
| <b>D CONCESSIONS</b>   |                           |             |               |                |           |               |             |              |
| 400                    | CONCESSIONS               |             |               | 0.00           | 12,144.41 | 12,144.41     | 0.00        | 0.00         |
| <b>D Totals:</b>       |                           |             |               | 0.00           | 12,144.41 | 12,144.41     | 0.00        | 0.00         |
| <b>E MISC</b>          |                           |             |               |                |           |               |             |              |
| 350                    | SCHOLARSHIPS              |             |               | 0.00           | 1,000.00  | 0.00          | 0.00        | 1,000.00     |
| 390                    | STUDENT ASSISTANCE        |             |               | 2,126.09       | 0.00      | 0.00          | 0.00        | 2,126.09     |
| 502                    | YOUTH FOUNDATION          |             |               | 750.00         | 0.00      | 0.00          | 0.00        | 750.00       |
| 503                    | LOUNGE                    |             |               | 1,296.46       | 431.25    | 2,136.22      | 0.00        | -408.51      |
| 505                    | CHECKING INTEREST         |             |               | 14,480.33      | 329.92    | 2,716.42      | -12,000.00  | 93.83        |
| 510                    | CD Plus Interest          |             |               | 2,701.60       | 0.00      | 0.00          | 0.00        | 2,701.60     |
| 520                    | ELEMENTARY                |             |               | 1,879.29       | 2,974.57  | 4,741.91      | 0.00        | 111.95       |
| 540                    | POP FUND                  |             |               | 7,566.84       | 11,687.45 | 27,951.30     | 12,000.00   | 3,302.99     |
| 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               |             |               | -164.00        | 0.00      | 0.00          | 0.00        | -164.00      |
| 577                    | STATE TOURNAMENTS         |             |               | 534.04         | 450.00    | 5,014.28      | 0.00        | -4,030.24    |
| <b>E Totals:</b>       |                           |             |               | 32,110.65      | 16,873.19 | 42,560.13     | 0.00        | 6,423.71     |

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID; Filtered by Group.  
From 09/01/2020 to 06/30/2021.

|                |                  |                |          |               |             |              |
|----------------|------------------|----------------|----------|---------------|-------------|--------------|
| <b>Site ID</b> | <b>Site Name</b> |                |          |               |             |              |
| Group ID       | Group Name       |                |          |               |             |              |
| Activity ID    | Activity Name    | Beginning Cash | Receipts | Disbursements | Adjustments | Cash Balance |

|                             |            |            |            |        |           |
|-----------------------------|------------|------------|------------|--------|-----------|
| <b>WCS Activity Totals:</b> | 111,673.69 | 125,937.87 | 200,383.30 | 844.32 | 38,072.58 |
|-----------------------------|------------|------------|------------|--------|-----------|

|                           | Begin Balance | Transfers | Receipts   | Disbursements | Adjustments | End Balance |
|---------------------------|---------------|-----------|------------|---------------|-------------|-------------|
| WCS Checking:             | 111,673.69    |           | 125,937.87 | 200,383.30    | 844.32      | 38,072.58   |
| WCS Investment:           | 0.00          | 0.00      |            |               | 0.00        | 0.00        |
| <b>WCS Bank Balances:</b> | 111,673.69    |           | 125,937.87 | 200,383.30    | 844.32      | 38,072.58   |

|                                |            |            |            |        |           |
|--------------------------------|------------|------------|------------|--------|-----------|
| <b>Report Activity Totals:</b> | 111,673.69 | 125,937.87 | 200,383.30 | 844.32 | 38,072.58 |
|--------------------------------|------------|------------|------------|--------|-----------|

# Receipt History

Detail report. Sorted by Site, Receipt Number.  
From 06/01/2021 to 06/30/2021.

| Receipt Number                        | Receipt Date      | Void Date | Deposit Number        | Check Number | Received From             | Receipt Description | Amount | Sales Tax  | Amount   |
|---------------------------------------|-------------------|-----------|-----------------------|--------------|---------------------------|---------------------|--------|------------|----------|
| Activity ID                           | Activity Name     |           | Fee Name & Student ID |              |                           |                     | Amount | Tax Amount |          |
|                                       | Tax Name          |           | Tax Activity          |              | Tax Rate %                |                     | Amount | Tax Amount |          |
| <b>WCS Wakefield Community School</b> |                   |           |                       |              |                           |                     |        |            |          |
| 000474                                | 06/07/2021        |           |                       |              | VB Camp                   | VB Camp             |        |            |          |
| 110                                   | VOLLEYBALL        |           |                       |              |                           |                     | 545.00 | 0.00       | 545.00   |
|                                       |                   |           |                       |              |                           | Total For 000474:   |        |            | 545.00   |
| 000475                                | 06/07/2021        |           |                       |              | Commission                | Lifetouch           |        |            |          |
| 520                                   | ELEMENTARY        |           |                       |              |                           |                     | 140.71 | 0.00       | 140.71   |
|                                       |                   |           |                       |              |                           | Total For 000475:   |        |            | 140.71   |
| 000476                                | 06/07/2021        |           |                       |              | Profits from Online Sales | Graffix             |        |            |          |
| 130                                   | GIRLS BASKETBALL  |           |                       |              |                           |                     | 148.00 | 0.00       | 148.00   |
|                                       |                   |           |                       |              |                           | Total For 000476:   |        |            | 148.00   |
| 000477                                | 06/22/2021        |           |                       |              | VB Camp                   | VB                  |        |            |          |
| 110                                   | VOLLEYBALL        |           |                       |              |                           |                     | 175.00 | 0.00       | 175.00   |
|                                       |                   |           |                       |              |                           | Total For 000477:   |        |            | 175.00   |
| 000478                                | 06/23/2021        |           |                       |              | VB Camp                   | VB Camp             |        |            |          |
| 110                                   | VOLLEYBALL        |           |                       |              |                           |                     | 50.00  | 0.00       | 50.00    |
|                                       |                   |           |                       |              |                           | Total For 000478:   |        |            | 50.00    |
| 000479                                | 06/30/2021        |           |                       |              | June 2021                 | Interest            |        |            |          |
| 505                                   | CHECKING INTEREST |           |                       |              |                           |                     | 14.04  | 0.00       | 14.04    |
|                                       |                   |           |                       |              |                           | Total For 000479:   |        |            | 14.04    |
|                                       |                   |           |                       |              |                           | Site Total          |        |            | 1,072.75 |
|                                       |                   |           |                       |              |                           | Report Total        |        |            | 1,072.75 |

# Check Detail

Sorted by Activity ID, Site ID.  
From 06/01/2021 to 06/30/2021.

| Activity ID | Activity Name | Site ID                    | Site Name                      | Check #      | Issue Date       | Vendor Name | Approved by | Status | Status Date | PO Number | 1099? | Invoice Number | Description                                 | Amount   |
|-------------|---------------|----------------------------|--------------------------------|--------------|------------------|-------------|-------------|--------|-------------|-----------|-------|----------------|---|----------|
| <b>110</b>  |               | <b>VOLLEYBALL</b>          |                                |              |                  |             |             |        |             |           |       |                |   |          |
| WCS         |               | Wakefield Community School |                                |              |                  |             |             |        |             |           |       |                |   |          |
| 010791      | 06/02/2021    | 06/30/2021                 | Midwest Funding, LLCdba        | Leading Edge | Dawn Lubberstedt |             |             |        |             |           |       |                | Team Registration                           | 175.00   |
| Cleared     |               |                            |                                | No           |                  | IN-0128     |             |        |             |           |       |                |   |          |
| 010801      | 06/28/2021    | 06/28/2021                 | Nebraska D-League              |              | Dawn Lubberstedt |             |             |        |             |           |       |                | Team Camp                                   | 1,560.00 |
| Printed     |               |                            |                                | Yes          |                  |             |             |        |             |           |       |                |   |          |
| 010804      | 06/29/2021    | 06/29/2021                 | Graphic Edge                   |              | Dawn Lubberstedt |             |             |        |             |           |       |                | VB Camp                                     | 229.47   |
| Printed     |               |                            |                                | No           |                  |             |             |        |             |           |       |                |   |          |
|             |               |                            |                                |              |                  |             |             |        |             |           |       |                | Total for WCS - Wakefield Community School: | 1,964.47 |
|             |               |                            |                                |              |                  |             |             |        |             |           |       |                | Total for 110 - VOLLEYBALL:                 | 1,964.47 |
| <b>125</b>  |               | <b>BOYS BASKETBALL</b>     |                                |              |                  |             |             |        |             |           |       |                |   |          |
| WCS         |               | Wakefield Community School |                                |              |                  |             |             |        |             |           |       |                |   |          |
| 010793      | 06/08/2021    | 06/30/2021                 | Pierce Public Schools          |              | Dawn Lubberstedt |             |             |        |             |           |       |                | BB Camp                                     | 125.00   |
| Cleared     |               |                            |                                | No           |                  |             |             |        |             |           |       |                |   |          |
| 010800      | 06/28/2021    | 06/28/2021                 | Clarkson-Leigh Boys Basketball |              | Dawn Lubberstedt |             |             |        |             |           |       |                | Camp  | 175.00   |
| Printed     |               |                            |                                | No           |                  |             |             |        |             |           |       |                |   |          |
| 010802      | 06/28/2021    | 06/28/2021                 | Aaron Meyer                    |              | Dawn Lubberstedt |             |             |        |             |           |       |                | Camp  | 175.00   |
| Printed     |               |                            |                                | Yes          |                  |             |             |        |             |           |       |                |   |          |
|             |               |                            |                                |              |                  |             |             |        |             |           |       |                | Total for WCS - Wakefield Community School: | 475.00   |
|             |               |                            |                                |              |                  |             |             |        |             |           |       |                | Total for 125 - BOYS BASKETBALL:            | 475.00   |
| <b>175</b>  |               | <b>GEN ATHLETICS</b>       |                                |              |                  |             |             |        |             |           |       |                |   |          |
| WCS         |               | Wakefield Community School |                                |              |                  |             |             |        |             |           |       |                |   |          |
| 010794      | 06/08/2021    | 06/30/2021                 | BSN Sports                     |              | Dawn Lubberstedt |             |             |        |             |           |       |                | Tape  | 838.66   |
| Cleared     |               |                            |                                | No           |                  |             |             |        |             |           |       |                |   |          |
| 010803      | 06/28/2021    | 06/28/2021                 | Company A Scouts               |              | Dawn Lubberstedt |             |             |        |             |           |       |                | Wrestling Camp                              | 750.00   |
| Printed     |               |                            |                                | No           |                  |             |             |        |             |           |       |                |   |          |
| 010805      | 06/29/2021    | 06/30/2021                 | VISA                           |              | Dawn Lubberstedt |             |             |        |             |           |       |                | Shirts                                      | 1,205.20 |
| Cleared     |               |                            |                                | No           |                  |             |             |        |             |           |       |                |   |          |
| 010806      | 06/29/2021    | 06/29/2021                 | S&S Worldwide                  |              | Dawn Lubberstedt |             |             |        |             |           |       |                | VB  | 273.30   |
| Printed     |               |                            |                                | No           |                  |             |             |        |             |           |       |                |   |          |
|             |               |                            |                                |              |                  |             |             |        |             |           |       |                | Total for WCS - Wakefield Community School: | 3,067.16 |
|             |               |                            |                                |              |                  |             |             |        |             |           |       |                | Total for 175 - GEN ATHLETICS:              | 3,067.16 |

# Check Detail

Sorted by Activity ID, Site ID.  
From 06/01/2021 to 06/30/2021.

| Activity ID                                   | Activity Name              |             |                     |       | Approved by                          |          |
|---|----------------------------|-------------|---------------------|-------|--------------------------------------|----------|
| Site ID                                       | Site Name                  | Issue Date  | Vendor Name         | 1099? | Invoice Number                       |          |
| Check #                                       | Status Date                | Status Date | PO Number           |       | Description                          | Amount   |
| <hr/> <b>310 NATIONAL HONOR SOCIETY</b> <hr/> |                            |             |                     |       |                                      |          |
| WCS   | Wakefield Community School |             |                     |       |                                      |          |
| 010795  | 06/10/2021                 | 06/10/2021  | Mercy Meals         | No    | Dawn Lubberstedt<br>Donation         | 100.00   |
| Printed                                       |                            |             |                     |       |                                      |          |
| <hr/> <b>315 FBLA</b> <hr/>                   |                            |             |                     |       |                                      |          |
| WCS   | Wakefield Community School |             |                     |       |                                      |          |
| 010805  | 06/29/2021                 | 06/30/2021  | VISA                | No    | Dawn Lubberstedt<br>Shirts           | 71.95    |
| Cleared                                       |                            |             |                     |       |                                      |          |
| <hr/> <b>335 STUCO</b> <hr/>                  |                            |             |                     |       |                                      |          |
| WCS   | Wakefield Community School |             |                     |       |                                      |          |
| 010796  | 06/10/2021                 | 06/30/2021  | Pac N Save          | No    | Dawn Lubberstedt<br>Senior Breakfast | 74.67    |
| Cleared                                       |                            |             |                     |       |                                      |          |
| <hr/> <b>345 ONE ACT</b> <hr/>                |                            |             |                     |       |                                      |          |
| WCS   | Wakefield Community School |             |                     |       |                                      |          |
| 010797  | 06/10/2021                 | 06/10/2021  | Blue Moon Plays LLC | No    | Dawn Lubberstedt<br>Plays            | 9.00     |
| Printed                                       |                            |             |                     |       |                                      |          |
| <hr/> <b>577 STATE TOURNAMENTS</b> <hr/>      |                            |             |                     |       |                                      |          |
| WCS   | Wakefield Community School |             |                     |       |                                      |          |
| 010792  | 06/02/2021                 | 06/30/2021  | VISA                | No    | Dawn Lubberstedt                     | 2,723.78 |
| Cleared                                       |                            |             |                     |       |                                      |          |
| <hr/> <b>581 FCA</b> <hr/>                    |                            |             |                     |       |                                      |          |
| WCS   | Wakefield Community School |             |                     |       |                                      |          |
| 010792  | 06/02/2021                 | 06/30/2021  | VISA                | No    | Dawn Lubberstedt                     | 300.00   |
| Cleared                                       |                            |             |                     |       |                                      |          |
| <b>Grand Total :</b>                          |                            |             |                     |       |                                      | 8,786.03 |

# Wakefield Community School

## Check Payments By Fund Report

Accounting Cycle: FY20-21; Begin Date: 07/09/2021; End Date: 07/09/2021; Display Element Description: BUILDING; Check Type: warrants; Sort by Element:  
 FUND: Account Expression: [All]; Created On: 7/9/2021 12:56:45 PM

| Sorted By    | Value      | Description                          |   |                |
|--------------|------------|--------------------------------------|---|----------------|
| FUND         | 01         | General Fund                         |   |                |
| Check Number | Check Date | Payee                                | Reason  | Amount         |
| 52168        | 7/9/2021   | ACE Hardware & Home                  | Ball Valve  | \$15.99        |
| 52168        | 7/9/2021   | ACE Hardware & Home                  | BB Supplies   | \$51.96        |
|              |            | <b>ACE Hardware &amp; Home Total</b> |   | <b>\$67.95</b> |
|              | 7/9/2021   | Amazon                               | Amazon Basics Multipurpose, Comfort Grip, Titanium Fused, Stainless Steel Office Scissors - Pack of 3   | \$20.40        |
|              | 7/9/2021   | Amazon                               | CSBD Stadium 16 oz. Plastic Cups, 10 Pack, Blank Reusable Drink Tumblers for Parties, Events, Marketing, Weddings, DIY Projects or BBQ Picnics, No BPA (Maroon)                                     | \$17.90        |
|              | 7/9/2021   | Amazon                               | Decorative Throw Pillow Covers, Cotton Linen Home Decor Cushion Cover for Couch Sofa Living Room Outdoor Car (18"x18", Light Blue)  | \$12.99        |
|              | 7/9/2021   | Amazon                               | Discount  | (\$0.91)       |
|              | 7/9/2021   | Amazon                               | Extra Heavy Duty White Aluminum Drop Ceiling Hooks, One Piece Ceiling Grid Clips - 10 Pack  | \$12.95        |
|              | 7/9/2021   | Amazon                               | Longhui bedding Decorative Cotton Linen Grey Throw Pillow Covers with Tassels Fringe - 18x18 Inches Cushion Covers with Invisible Zipper for Couch, Sofa and Bedroom, Set of 2, Gray                | \$14.99        |
|              | 7/9/2021   | Amazon                               | mDesign Farmhouse/Vintage Metal Wire Storage Basket Bin with Handles for Organizing Closets, Shelves and Cabinets in Bedrooms, Bathrooms, Entryways, and Hallways, 4 Pack - Graphite 12 x 9 x 6     | \$79.99        |
|              | 7/9/2021   | Amazon                               | Paper Mate Flair Felt Tip Pens, Medium Point (0.7 mm), Limited Edition Candy Pop Pack Marker Pens, 24 Count   | \$39.96        |
|              | 7/9/2021   | Amazon                               | Post-it Super Sticky Easel Pad, 25 x 30 Inches, 30 Sheets/Pad, 4 Pads, Large White Premium Self Stick Flip Chart Paper, Super Sticking Power (559-4)  | \$59.93        |
|              | 7/9/2021   | Amazon                               | Rae Dunn Rotating Decorative Pencil Cup – Galvanized Steel Desktop Stationary Spinner Holder - 4 Compartment Table Top Organizer for Pens, Office, Home and Art Supplies - Rae Dunn by Designstyles | \$19.99        |
|              | 7/9/2021   | Amazon                               | Scratch-Off Stickers Labels 1 Inch Round Circle Silver 100 Pack Made in USA My Scratch Offs   | \$5.14         |
|              | 7/9/2021   | Amazon                               | Shipping  | \$39.99        |
|              | 7/9/2021   | Amazon                               | Teacher Created Resources Gray Wood Better Than Paper Bulletin Board Roll (TCR77035)  | \$15.99        |
|              | 7/9/2021   | Amazon                               | UrbanMod 24 Inch Bar Stools for Kitchen Counter Height, Indoor Outdoor Metal,Rustic Gunmetal  | \$267.90       |
|              | 7/9/2021   | Amazon                               | YAHEETECH Accent Chairs Set of 2 Velvet Barrel Chair Side Chairs Club Chair for Bedroom Living Reading Room, Grey   | \$189.89       |
|              | 7/9/2021   | Amazon                               | American-Plating-596N-12-Replacement-Ligatures  | \$19.56        |
|              | 7/9/2021   | Amazon                               | American-Plating-Tenor-Gold-Ligature  | \$20.31        |
|              | 7/9/2021   | Amazon                               | Arrows-Markers-Sticky-Notes-Bookmarks   | \$3.95         |
|              | 7/9/2021   | Amazon                               | Boomwhackers-Major-Diatonic-Octavator-8-Pack  | \$37.99        |
|              | 7/9/2021   | Amazon                               | Cass-Fast-Valve-doz-bottles   | \$59.92        |
|              | 7/9/2021   | Amazon                               | Cecilio-Clarinet-Care-Maintenance-Kit   | \$224.85       |
|              | 7/9/2021   | Amazon                               | Cecilio-Saxophone-Care-Maintenance-Kit  | \$149.90       |
|              | 7/9/2021   | Amazon                               | Cecilio-Trumpet-Care-Kit  | \$224.85       |
|              | 7/9/2021   | Amazon                               | D'Addario Cork Grease - Box of 12   | \$42.98        |
|              | 7/9/2021   | Amazon                               | DAddario-Woodwinds-RCA1025-Rico-Clarinet Strength 2.0, 25 Pack  | \$41.99        |
|              | 7/9/2021   | Amazon                               | DAddario-Woodwinds-RCA1025-Rico-Clarinet Strength 2.5, 25 Pack  | \$41.71        |
|              | 7/9/2021   | Amazon                               | DAddario-Woodwinds-RCA1025-Rico-Clarinet Strength 3.0 25 Pack   | \$41.99        |

| Check Number | Check Date | Payee                           | Reason   | Amount            |
|--------------|------------|---------------------------------|--|-------------------|
|              | 7/9/2021   | Amazon                          | DAddario-Woodwinds-RCA1025-Rico-Clarinet Strength 3.5, 25 Pack   | \$41.99           |
|              | 7/9/2021   | Amazon                          | FarBoat-Instrument-Ligature-Saxophone-Silver   | \$49.95           |
|              | 7/9/2021   | Amazon                          | Herco-HE107-Flute-Maintenance-Kit  | \$236.25          |
|              | 7/9/2021   | Amazon                          | Janeiro-Collection-Sticky-Assorted-Colors  | \$12.99           |
|              | 7/9/2021   | Amazon                          | Ravel-355-OP344-Trombone-Care  | \$129.20          |
|              | 7/9/2021   | Amazon                          | Rico-Alto-Reeds-Strength 2.5-10-pack   | \$52.99           |
|              | 7/9/2021   | Amazon                          | Rico-Alto-Reeds-Strength 3 -25-pack  | \$52.99           |
|              | 7/9/2021   | Amazon                          | Rico-Ligature-Baritone-Nickel-Plated   | \$40.44           |
|              | 7/9/2021   | Amazon                          | Rico-Tenor-Reeds-Strength 3.0-10-pack  | \$32.99           |
|              | 7/9/2021   | Amazon                          | Shipping   | \$5.99            |
|              | 7/9/2021   | Amazon                          | Trumpet-Marching-Lyre  | \$70.30           |
|              | 7/9/2021   | Amazon                          | Yibuy-Silver-Mouthpiece-Ligature-Clarinet  | \$48.00           |
|              | 7/9/2021   | Amazon                          | Yinama-Saxophone-Leather-Baritone-Soprano  | \$149.85          |
|              | 7/9/2021   | Amazon                          | ISBN 9780142409022 Black Duck novels   | \$179.80          |
|              | 7/9/2021   | Amazon                          | Building Thinking Classrooms in Mathematics, Grades K-12 14 Teaching Practices for Enhancing Learning by Peter Liljedahl   | \$35.10           |
|              | 7/9/2021   | Amazon                          | Feather Flag Pole  | \$39.99           |
|              | 7/9/2021   | Amazon                          | Hot Glue Gun   | \$23.43           |
|              | 7/9/2021   | Amazon                          | IRIS USA MC Plastic Storage Drawer, Rolling Cart with Organizer Top, 6, Black  | \$199.95          |
|              | 7/9/2021   | Amazon                          | Prang Oval Pan Watercolor Refill Tray, 8 Assorted Colors, 3 Count (X08200)   | \$52.68           |
|              | 7/9/2021   | Amazon                          | Staples Spiral Notebook 1-subject, 70-count, Wide Ruled, Assorted Colors, (12 Pack)  | \$35.20           |
|              | 7/9/2021   | Amazon                          | HP 305A   CE410A   Toner Cartridge   Works with HP LaserJet Pro Color M451 series, M475 series, M375nw   Black   | \$88.99           |
|              | 7/9/2021   | Amazon                          | Watercolors  | \$88.32           |
|              | 7/9/2021   | Amazon                          | A Framework for Understanding Poverty a Cognitive Approach by Ruby Payne   | \$296.10          |
|              | 7/9/2021   | Amazon                          | Classroom Instruction that Works with English Language Learners by Jane Hill   | \$141.10          |
|              | 7/9/2021   | Amazon                          | Connect for Classroom Success: A Mentoring Guide for Teachers by R. Jane Walraven  | \$9.95            |
|              | 7/9/2021   | Amazon                          | If You Don't Feed the Teaches they Eat the Students by Neila Conners   | \$31.04           |
|              | 7/9/2021   | Amazon                          | Teach Like a Pirate by Dave Burgess  | \$130.00          |
|              | 7/9/2021   | Amazon                          | Teaching with Intention by Debbie Miller   | \$288.00          |
|              | 7/9/2021   | Amazon                          | Teaching with Love and Logic by Jim Fay  | \$469.90          |
|              | 7/9/2021   | Amazon                          | The First Days of School by Harry K. Wong  | \$249.60          |
|              | 7/9/2021   | Amazon                          | The Secret Sauce by Rich Czyz  | \$249.50          |
|              | 7/9/2021   | Amazon                          | Safety Relief Value  | \$84.80           |
|              | 7/9/2021   | Amazon                          | INSWAN INS-1 Tiny 8MP USB Document Camera with Auto-Focus and LED Supplemental Light, Excellent for Distance Education and Web Conferencing  | \$920.00          |
|              | 7/9/2021   | Amazon                          | KabelDirekt – 20ft HDMI cable – 4K & 8K HDMI cable / cord (HDMI to HDMI cable, 8K@60Hz & 4K@120Hz for a stunning Ultra HD experience – High Speed with Ethernet, Blu-ray/PS4/PS5/Xbox Series X/Switch) | \$390.77          |
|              |            | <b>Amazon Total</b>             |  | <b>\$6,635.25</b> |
| 52169        | 7/9/2021   | Anne Ronhovde                   | ESY Craft Supplies   | \$15.52           |
|              |            | <b>Anne Ronhovde Total</b>      |  | <b>\$15.52</b>    |
| 52170        | 7/9/2021   | Appeara                         | Mops, Towels, Uniforms & Sanitizer   | \$66.72           |
| 52170        | 7/9/2021   | Appeara                         | Towels & Uniforms  | \$202.58          |
| 52170        | 7/9/2021   | Appeara                         | Towels & Uniforms  | \$78.76           |
| 52170        | 7/9/2021   | Appeara                         | Towels & Uniforms  | \$78.76           |
| 52170        | 7/9/2021   | Appeara                         | Mops, Towels, Uniforms & Sanitizer   | \$26.94           |
| 52170        | 7/9/2021   | Appeara                         | Towels & Uniforms  | \$80.82           |
|              |            | <b>Appeara Total</b>            |  | <b>\$534.58</b>   |
| 52171        | 7/9/2021   | Asset Environments              | HVAC Replacement PDA   | \$6,700.00        |
|              |            | <b>Asset Environments Total</b> |  | <b>\$6,700.00</b> |
| 52172        | 7/9/2021   | ATC Group Services LLC          | 3-Yr Reinspection  | \$525.00          |

| Check Number | Check Date | Payee   | Reason  | Amount             |
|--------------|------------|---|---|--------------------|
|              |            | <b>ATC Group Services LLC Total</b>               |   | <b>\$525.00</b>    |
| 52173        | 7/9/2021   | Blick Art Materials                               | Prismacolor Premier Marker Set (156 Colors)               | \$463.18           |
| 52173        | 7/9/2021   | Blick Art Materials                               | SKS Props HD-Foam (2mm)                                   | \$39.90            |
| 52173        | 7/9/2021   | Blick Art Materials                               | X-Acto Self-Healing Mats                                  | \$127.41           |
| 52173        | 7/9/2021   | Blick Art Materials                               | Mobile Storage Cabinet                                    | \$714.00           |
| 52173        | 7/9/2021   | Blick Art Materials                               | Original Sculpey White 24lb                               | \$206.66           |
| 52173        | 7/9/2021   | Blick Art Materials                               | Portfolio Series Oil Pastels                              | \$92.78            |
|              |            | <b>Blick Art Materials Total</b>                  |   | <b>\$1,643.93</b>  |
| 52174        | 7/9/2021   | Builder's Resource                                | Drywall Mud   | \$17.99            |
|              |            | <b>Builder's Resource Total</b>                   |   | <b>\$17.99</b>     |
| 52175        | 7/9/2021   | Carnegie Learning                                 | Mirrors & Windows 2020/2021 - JH Language Arts Curriculum | \$29,098.55        |
| 52175        | 7/9/2021   | Carnegie Learning                                 | Shipping  | \$1,081.60         |
|              |            | <b>Carnegie Learning Total</b>                    |   | <b>\$30,180.15</b> |
| 52176        | 7/9/2021   | CCS Presentation Systems                          | Shipping  | \$950.00           |
| 52176        | 7/9/2021   | CCS Presentation Systems                          | Smart Board MX075-V2 Interactive Display with iQ and SLS  | \$16,150.00        |
|              |            | <b>CCS Presentation Systems Total</b>             |   | <b>\$17,100.00</b> |
| 52177        | 7/9/2021   | Century Link                                      | BB Phone/Internet   | \$216.26           |
| 52177        | 7/9/2021   | Century Link                                      | Phone Service   | \$372.27           |
|              |            | <b>Century Link Total</b>                         |   | <b>\$588.53</b>    |
| 52178        | 7/9/2021   | City of Wakefield                                 | Jun BB Utilities  | \$47.00            |
| 52178        | 7/9/2021   | City of Wakefield                                 | Jun PF Utilities  | \$18.50            |
| 52178        | 7/9/2021   | City of Wakefield                                 | Jun Utilities   | \$92.63            |
| 52178        | 7/9/2021   | City of Wakefield                                 | Jun BB Utilities  | \$110.00           |
| 52178        | 7/9/2021   | City of Wakefield                                 | Jun PF Utilities  | \$18.29            |
| 52178        | 7/9/2021   | City of Wakefield                                 | Jun Utilities   | \$4,525.26         |
|              |            | <b>City of Wakefield Total</b>                    |   | <b>\$4,811.68</b>  |
| 52179        | 7/9/2021   | Classic Sportswear and Awards                     | Metal Inserts - Orchestra Lyre                            | \$103.93           |
| 52179        | 7/9/2021   | Classic Sportswear and Awards                     | Vinyl Champion Banners                                    | \$1,019.00         |
|              |            | <b>Classic Sportswear and Awards Total</b>        |   | <b>\$1,122.93</b>  |
| 52180        | 7/9/2021   | Cornhusker International Trucks, Inc              | Bus Repair Parts Estimate                                 | \$7,500.00         |
| 52180        | 7/9/2021   | Cornhusker International Trucks, Inc              | Repairs   | \$792.97           |
|              |            | <b>Cornhusker International Trucks, Inc Total</b> |   | <b>\$8,292.97</b>  |
| 52181        | 7/9/2021   | Cubby's Inc.                                      | Mower Diesel  | \$63.26            |
| 52181        | 7/9/2021   | Cubby's Inc.                                      | Bus Diesel  | \$32.92            |
| 52181        | 7/9/2021   | Cubby's Inc.                                      | Suburban Fuel   | \$41.58            |
| 52181        | 7/9/2021   | Cubby's Inc.                                      | Van Fuel  | \$224.25           |
|              |            | <b>Cubby's Inc. Total</b>                         |   | <b>\$362.01</b>    |
| 52182        | 7/9/2021   | Diamond Vogel Paint Center                        | Paint   | \$349.20           |
| 52182        | 7/9/2021   | Diamond Vogel Paint Center                        | Paint   | \$891.20           |
|              |            | <b>Diamond Vogel Paint Center Total</b>           |   | <b>\$1,240.40</b>  |
| 52183        | 7/9/2021   | Egan Supply Co.                                   | Supplies  | \$876.08           |
|              |            | <b>Egan Supply Co. Total</b>                      |   | <b>\$876.08</b>    |
| 52184        | 7/9/2021   | Ekberg Auto Parts, Inc.                           | Floor Squeegee  | \$13.49            |
| 52184        | 7/9/2021   | Ekberg Auto Parts, Inc.                           | BB Repairs  | \$96.48            |
| 52184        | 7/9/2021   | Ekberg Auto Parts, Inc.                           | BB Supplies   | \$96.52            |
| 52184        | 7/9/2021   | Ekberg Auto Parts, Inc.                           | BB Supplies   | \$548.84           |
|              |            | <b>Ekberg Auto Parts, Inc. Total</b>              |   | <b>\$755.33</b>    |
| 52185        | 7/9/2021   | Essential Screens                                 | DOT Screening - WH  | \$50.50            |
|              |            | <b>Essential Screens Total</b>                    |   | <b>\$50.50</b>     |
| 52186        | 7/9/2021   | ESU #1  | Fourth Quarter Billing                                    | \$60.00            |
| 52186        | 7/9/2021   | ESU #1  | Fourth Quarter Billing                                    | \$5,414.53         |
| 52186        | 7/9/2021   | ESU #1  | Fourth Quarter Billing                                    | \$23,587.50        |
| 52186        | 7/9/2021   | ESU #1  | Fourth Quarter Billing                                    | \$23,828.00        |
| 52186        | 7/9/2021   | ESU #1  | Fourth Quarter Billing                                    | \$2,505.37         |
| 52186        | 7/9/2021   | ESU #1  | Canvas for Beginners - TH                                 | \$20.00            |
| 52186        | 7/9/2021   | ESU #1  | Fourth Quarter Billing                                    | \$22,878.00        |
|              |            | <b>ESU #1 Total</b>                               |   | <b>\$78,293.40</b> |

| Check Number | Check Date | Payee  | Reason  | Amount             |
|--------------|------------|--|---|--------------------|
| 52187        | 7/9/2021   | Faith Regional Health Services                           | DOT Physical - RV   | \$100.00           |
|              |            | <b>Faith Regional Health Services Total</b>              |   | <b>\$100.00</b>    |
| 52188        | 7/9/2021   | Fire Protection Services, LLC                            | Semi-Annual Inspection  | \$1,169.00         |
|              |            | <b>Fire Protection Services, LLC Total</b>               |   | <b>\$1,169.00</b>  |
| 52189        | 7/9/2021   | Grainger Inc.  | Solvent Mat - Lockers/Condenser Cleaner   | \$103.54           |
|              |            | <b>Grainger Inc. Total</b>                               |   | <b>\$103.54</b>    |
| 52190        | 7/9/2021   | JAMF Software  | New annual license of Jamf School for iOS, tvOS or macOS valid from 6/25/21 - 7/31/21   | \$324.80           |
| 52190        | 7/9/2021   | JAMF Software  | New license of Jamf School for the lifetime of an iOS, tvOS or macOS device. Includes chat and in-product ticket support. Valid from 6/25/21 - 6/24/25  | \$2,100.00         |
|              |            | <b>JAMF Software Total</b>                               |   | <b>\$2,424.80</b>  |
| 52191        | 7/9/2021   | Matheson Tri-Gas Inc                                     | ITE Gases   | \$256.39           |
|              |            | <b>Matheson Tri-Gas Inc Total</b>                        |   | <b>\$256.39</b>    |
| 52192        | 7/9/2021   | Miller Building Supply                                   | Supplies  | \$992.84           |
|              |            | <b>Miller Building Supply Total</b>                      |   | <b>\$992.84</b>    |
| 52193        | 7/9/2021   | Nebr Assoc Of School Boards                              | MAEP Board Meeting Workshop - BG  | \$60.00            |
|              |            | <b>Nebr Assoc Of School Boards Total</b>                 |   | <b>\$60.00</b>     |
| 52194        | 7/9/2021   | Nebr Council Of School Adm                               | NCE Conf - MG   | \$150.00           |
| 52194        | 7/9/2021   | Nebr Council Of School Adm                               | NCE Conf - TH   | \$150.00           |
| 52194        | 7/9/2021   | Nebr Council Of School Adm                               | NASBO Membership Mtg - BG   | \$25.00            |
|              |            | <b>Nebr Council Of School Adm Total</b>                  |   | <b>\$325.00</b>    |
| 52195        | 7/9/2021   | Northeast Nebraska Tire & Trailer Sales                  | Mower Tires   | \$112.00           |
| 52195        | 7/9/2021   | Northeast Nebraska Tire & Trailer Sales                  | Bus Tires   | \$1,586.00         |
|              |            | <b>Northeast Nebraska Tire &amp; Trailer Sales Total</b> |   | <b>\$1,698.00</b>  |
| 52196        | 7/9/2021   | NRCSA  | 2021-22 Membership Dues   | \$850.00           |
|              |            | <b>NRCSA Total</b>                                       |   | <b>\$850.00</b>    |
| 52197        | 7/9/2021   | Orkin Exterminating Inc                                  | Pest Control  | \$118.71           |
|              |            | <b>Orkin Exterminating Inc Total</b>                     |   | <b>\$118.71</b>    |
| 52198        | 7/9/2021   | PrecisionIT  | Barracuda Backup Server Appliance 290 Energize Updates Subscription 12 Months   | \$333.60           |
| 52198        | 7/9/2021   | PrecisionIT  | Barracuda Backup Server Appliance 290 Instant Replacement Subscription 12 Months  | \$466.80           |
| 52198        | 7/9/2021   | PrecisionIT  | Barracuda Backup Server Appliance 290 Unlimited Cloud Storage Subscription 12 Months  | \$1,000.80         |
|              |            | <b>PrecisionIT Total</b>                                 |   | <b>\$1,801.20</b>  |
| 52199        | 7/9/2021   | Rasmussen Mechanical Service, Inc.                       | AC Repair   | \$922.47           |
|              |            | <b>Rasmussen Mechanical Service, Inc. Total</b>          |   | <b>\$922.47</b>    |
| 52200        | 7/9/2021   | RTI  | Copier Lease  | \$678.94           |
| 52200        | 7/9/2021   | RTI  | Copier Lease  | \$678.94           |
| 52200        | 7/9/2021   | RTI  | HP Business Desktop ProOne 600 G6 All-in-One Computer - Intel Core i5 10th Gen i5-10500 Hexa-core (6 Core) 3.10 GHz - 8 GB RAM DDR4 SDRAM - 256 GB SSD - 21.5" Full HD 1920 x 1080 - Desktop - Windows 10 Pro 64-bit - Intel UHD Graphics 630 DDR4 SDRAM - Engl | \$1,131.51         |
| 52200        | 7/9/2021   | RTI  | BICSI Certified OM4 Multi Mode 6 strand fiber runs, Qty 2   | \$1,390.74         |
| 52200        | 7/9/2021   | RTI  | HEWLETT PACKARD ENTERPRISE : Aruba 10G SFP+ LC SR 300m MMF XCVR   | \$231.44           |
| 52200        | 7/9/2021   | RTI  | HEWLETT PACKARD ENTERPRISE : Aruba 6100 24G CL4 4SFP+ Swch U.S. - English localization  | \$399.00           |
| 52200        | 7/9/2021   | RTI  | HP P24 G4 23.8" Full HD LCD Monitor - 16:9 - 24" Class - In-plane Switching (IPS) Technology - 1920 x 1080 - 250 Nit Typical - 5 ms GTG (OD) - 60 Hz Refresh Rate - HDMI - VGA - DisplayPort  | \$2,069.52         |
| 52200        | 7/9/2021   | RTI  | HP ProBook 450 G8 15.6" Notebook - Intel Core i5 (11th Gen) i5-1135G7 Quad- core (4 Core) - 8 GB RAM - 256 GB SSD - Windows 10 Pro - English Keyboard   | \$10,665.49        |
|              |            | <b>RTI Total</b>   |   | <b>\$17,245.58</b> |
| 52201        | 7/9/2021   | Security Shredding Services                              | Shredding Services  | \$52.50            |

| Check Number     | Check Date | Payee  | Reason  | Amount              |
|------------------|------------|--|---|---------------------|
|                  |            | <b>Security Shredding Services Total</b>       |   | <b>\$52.50</b>      |
|                  | 7/9/2021   | Staples  | Office Supplies   | \$382.88            |
|                  | 7/9/2021   | Staples  | Office Supplies/Chair   | \$152.46            |
|                  |            | <b>Staples Total</b>                           |   | <b>\$535.34</b>     |
| 52202            | 7/9/2021   | Verizon  | Hot Spots   | \$401.59            |
|                  |            | <b>Verizon Total</b>                           |   | <b>\$401.59</b>     |
|                  | 7/9/2021   | VISA   | Table Cover Carry Bag   | \$162.41            |
|                  | 7/9/2021   | VISA   | Weight Room Posters   | \$394.79            |
|                  | 7/9/2021   | VISA   | 5-Piece Pub Dining Set, Contemporary Bar Dining Table Set, Counter Height Kitchen Dining Room Table and Chairs Set, Space Saving Apartment High Top Breakfast Nook Table Set, Rustic Wood Color:Rustic Wood | \$222.11            |
|                  | 7/9/2021   | VISA   | Cancelled Order   | (\$222.11)          |
|                  | 7/9/2021   | VISA   | Serta Chelsea 3-Seat Multi-function Upholstery Fabric Futon, Black Color: black   | \$145.00            |
|                  | 7/9/2021   | VISA   | Tribit XSound Go Bluetooth Speakers, IPX7 Waterproof, 24 hrs Playtime   | \$29.59             |
|                  | 7/9/2021   | VISA   | Elem Class Sign   | \$35.77             |
|                  | 7/9/2021   | VISA   | Elem Class Signs  | \$572.37            |
|                  | 7/9/2021   | VISA   | EL Mtg Meals  | \$33.77             |
|                  | 7/9/2021   | VISA   | SPED Mtg Meals - DJ/LM  | \$34.99             |
|                  | 7/9/2021   | VISA   | Denim Weighted Vest - large   | \$74.99             |
|                  | 7/9/2021   | VISA   | Denim Weighted Vest - medium  | \$74.99             |
|                  | 7/9/2021   | VISA   | Denim Weighted Vest - x large   | \$74.99             |
|                  | 7/9/2021   | VISA   | Denim Weighted Vest - xx large  | \$74.99             |
|                  | 7/9/2021   | VISA   | National and State Counselor Association Dues   | \$164.00            |
|                  | 7/9/2021   | VISA   | NE School Nurses Conf - AB  | \$130.00            |
|                  | 7/9/2021   | VISA   | Retirement Gifts  | \$227.85            |
|                  | 7/9/2021   | VISA   | Time Clock Subscription   | \$96.24             |
|                  |            | <b>VISA Total</b>                              |   | <b>\$2,326.74</b>   |
|                  | 7/9/2021   | VISA-2   | Classroom Supplies - Teacher Pay Teacher  | \$4,300.00          |
|                  |            | <b>VISA-2 Total</b>                            |   | <b>\$4,300.00</b>   |
| 52203            | 7/9/2021   | Vision Service Plan                            | K Roberts Prm   | \$20.17             |
|                  |            | <b>Vision Service Plan Total</b>               |   | <b>\$20.17</b>      |
| 52204            | 7/9/2021   | Volkman Pluming & Heating Inc                  | Plumbing Material   | \$122.77            |
|                  |            | <b>Volkman Pluming &amp; Heating Inc Total</b> |   | <b>\$122.77</b>     |
| 52205            | 7/9/2021   | Wakefield Republican, The                      | SPED Notice/Mtg Proceedings   | \$8.35              |
| 52205            | 7/9/2021   | Wakefield Republican, The                      | Teacher Ad/Mtg Notice   | \$20.62             |
| 52205            | 7/9/2021   | Wakefield Republican, The                      | Mtg Proceedings   | \$32.60             |
| 52205            | 7/9/2021   | Wakefield Republican, The                      | SPED Notice/Mtg Proceedings   | \$187.17            |
| 52205            | 7/9/2021   | Wakefield Republican, The                      | Sr Page   | \$265.00            |
| 52205            | 7/9/2021   | Wakefield Republican, The                      | State Track Congrats  | \$10.00             |
| 52205            | 7/9/2021   | Wakefield Republican, The                      | Teacher Ad/Mtg Notice   | \$63.00             |
|                  |            | <b>Wakefield Republican, The Total</b>         |   | <b>\$586.74</b>     |
| 52206            | 7/9/2021   | Wakefield School-Interim                       | Board Supper  | \$467.69            |
| 52206            | 7/9/2021   | Wakefield School-Interim                       | Postage   | \$400.00            |
|                  |            | <b>Wakefield School-Interim Total</b>          |   | <b>\$867.69</b>     |
| 52207            | 7/9/2021   | Walmart Community                              | Classroom Supplies - BE   | \$119.32            |
|                  |            | <b>Walmart Community Total</b>                 |   | <b>\$119.32</b>     |
| <b>Sub Total</b> |            |  |   | <b>\$197,214.59</b> |

| Sorted By | Value | Description           |
|-----------|-------|-----------------------|
| FUND      | 03    | Employee Benefit Fund |

| Check Number     | Check Date | Payee                          | Reason                 | Amount          |
|------------------|------------|--------------------------------|------------------------|-----------------|
| 1302             | 7/9/2021   | AxisPlus Benefits              | Jun 21 Participant Fee | \$111.65        |
| 1302             | 7/9/2021   | AxisPlus Benefits              | May Participant Fee    | \$111.65        |
|                  |            | <b>AxisPlus Benefits Total</b> |                        | <b>\$223.30</b> |
| <b>Sub Total</b> |            |                                |                        | <b>\$223.30</b> |

| Check Number                       | Check Date | Payee                                 | Reason  | Amount              |
|------------------------------------|------------|---------------------------------------|---|---------------------|
| <b>Sorted By Value Description</b> |            |                                       |   |                     |
| FUND                               | 06         | School Nutrition Fund                 |   |                     |
| Check Number                       | Check Date | Payee                                 | Reason  | Amount              |
| 5391                               | 7/9/2021   | Appeara                               | Aprons, Mops & Towels   | \$198.32            |
|                                    |            | <b>Appeara Total</b>                  |   | <b>\$198.32</b>     |
| 5392                               | 7/9/2021   | Cash-Wa Distributing                  | Food  | \$210.40            |
| 5392                               | 7/9/2021   | Cash-Wa Distributing                  | Food  | \$4,846.01          |
| 5392                               | 7/9/2021   | Cash-Wa Distributing                  | Return  | (\$39.53)           |
|                                    |            | <b>Cash-Wa Distributing Total</b>     |   | <b>\$5,016.88</b>   |
| 5393                               | 7/9/2021   | City of Wakefield                     | Jun Utilities   | \$4.87              |
| 5393                               | 7/9/2021   | City of Wakefield                     | Jun Utilities   | \$238.17            |
|                                    |            | <b>City of Wakefield Total</b>        |   | <b>\$243.04</b>     |
| 5394                               | 7/9/2021   | Dixon County Farm Bureau              | Ground Beef   | \$1,234.45          |
|                                    |            | <b>Dixon County Farm Bureau Total</b> |   | <b>\$1,234.45</b>   |
| 5395                               | 7/9/2021   | Dollar General                        | Data Retreat  | \$7.95              |
|                                    |            | <b>Dollar General Total</b>           |   | <b>\$7.95</b>       |
| 5396                               | 7/9/2021   | Hiland Dairy                          | Milk  | \$611.63            |
| 5396                               | 7/9/2021   | Hiland Dairy                          | Milk/Juice  | \$259.02            |
|                                    |            | <b>Hiland Dairy Total</b>             |   | <b>\$870.65</b>     |
| 5397                               | 7/9/2021   | Major Refrigeration Co.               | 2 Door Freezer  | \$4,096.00          |
|                                    |            | <b>Major Refrigeration Co. Total</b>  |   | <b>\$4,096.00</b>   |
| 5398                               | 7/9/2021   | RTI                                   | HP Business Desktop ProOne 600 G6 All-in-One Computer - Intel Core i5 10th Gen i5-10500 Hexa-core (6 Core) 3.10 GHz - 8 GB RAM DDR4 SDRAM - 256 GB SSD - 21.5" Full HD 1920 x 1080 Touchscreen Display - Desktop - Windows 10 Pro 64-bit - Intel UHD Graphics 6 | \$1,187.18          |
|                                    |            | <b>RTI Total</b>                      |   | <b>\$1,187.18</b>   |
|                                    | 7/9/2021   | Sysco Lincoln                         | Food/Supplies   | \$558.92            |
|                                    | 7/9/2021   | Sysco Lincoln                         | Food  | \$960.59            |
|                                    | 7/9/2021   | Sysco Lincoln                         | Food/Supplies   | \$1,755.98          |
|                                    |            | <b>Sysco Lincoln Total</b>            |   | <b>\$3,275.49</b>   |
|                                    | 7/9/2021   | VISA                                  | Admin Mtg   | \$45.43             |
|                                    | 7/9/2021   | VISA                                  | EL Mtg  | \$154.04            |
|                                    | 7/9/2021   | VISA                                  | HS Data Retreat   | \$115.95            |
|                                    |            | <b>VISA Total</b>                     |   | <b>\$315.42</b>     |
| <b>Sub Total</b>                   |            |                                       |   | <b>\$16,445.38</b>  |
| <b>Sorted By Value Description</b> |            |                                       |   |                     |
| FUND                               | 12         | Student Fees Fund                     |   |                     |
| Check Number                       | Check Date | Payee                                 | Reason  | Amount              |
| 52181                              | 7/9/2021   | Cubby's Inc.                          | Drivers Ed Fuel   | \$331.02            |
|                                    |            | <b>Cubby's Inc. Total</b>             |   | <b>\$331.02</b>     |
| <b>Sub Total</b>                   |            |                                       |   | <b>\$331.02</b>     |
| <b>Grand Total</b>                 |            |                                       |   | <b>\$214,214.29</b> |

# Wakefield Community School

## Payroll Voucher By Vendor Report

Accounting Cycle: FY20-21; Voucher: 070821,070821 HSA; Vendor: [All]; Order By: Vendor; Account Type: Liability; Created On: 7/9/2021 1:08:01 PM

| Voucher Number   | Bank Name          | Account Number | Check Number                  | Vendor                           | Amount              |
|------------------|--------------------|----------------|-------------------------------|----------------------------------|---------------------|
| 070821           | BankFirst          | 195103         |                               | Aflac                            | \$581.23            |
| Register         | Register Paid Date | Account Code   | Deduction                     |                                  | Amount              |
| 071421           | 7/14/2021          | 01-00941-000   | Aflac - Accident 125          |                                  | \$254.02            |
| 071421           | 7/14/2021          | 01-00941-000   | Aflac - Cancer 125            |                                  | \$162.63            |
| 071421           | 7/14/2021          | 01-00941-000   | Aflac - Hospital Indemnity    |                                  | \$75.92             |
| 071421           | 7/14/2021          | 01-00941-000   | Aflac - Short Term Disability |                                  | \$88.66             |
| <b>Sub Total</b> |                    |                |                               |                                  | <b>\$581.23</b>     |
| Voucher Number   | Bank Name          | Account Number | Check Number                  | Vendor                           | Amount              |
| 070821           | BankFirst          | 195103         | 52162                         | AxisPlus Benefits                | \$4,383.29          |
| Register         | Register Paid Date | Account Code   | Deduction                     |                                  | Amount              |
| 071421           | 7/14/2021          | 01-00941-000   | Child Care 125                |                                  | \$2,183.32          |
| 071421           | 7/14/2021          | 01-00941-000   | Med Reimb 125                 |                                  | \$2,199.97          |
| <b>Sub Total</b> |                    |                |                               |                                  | <b>\$4,383.29</b>   |
| Voucher Number   | Bank Name          | Account Number | Check Number                  | Vendor                           | Amount              |
| 070821           | BankFirst          | 207276         |                               | BankFirst                        | \$70,160.76         |
| Register         | Register Paid Date | Account Code   | Deduction                     |                                  | Amount              |
| 071421           | 7/14/2021          | 01-00941-000   | Federal Withholding           |                                  | \$23,591.46         |
| 071421           | 7/14/2021          | 01-00941-000   | FICA                          |                                  | \$37,275.12         |
| 071421           | 7/14/2021          | 01-00941-000   | Medicare                      |                                  | \$8,717.62          |
| 071421           | 7/14/2021          | 06-00941-000   | Federal Withholding           |                                  | \$85.82             |
| 071421           | 7/14/2021          | 06-00941-000   | FICA                          |                                  | \$397.72            |
| 071421           | 7/14/2021          | 06-00941-000   | Medicare                      |                                  | \$93.02             |
| <b>Sub Total</b> |                    |                |                               |                                  | <b>\$70,160.76</b>  |
| Voucher Number   | Bank Name          | Account Number | Check Number                  | Vendor                           | Amount              |
| 070821           | BankFirst          | 207276         | 52163                         | Blue Cross and Blue Shield of NE | \$76,755.22         |
| Register         | Register Paid Date | Account Code   | Deduction                     |                                  | Amount              |
| 071421           | 7/14/2021          | 01-00901-000   | BCBS Empl Health 125          |                                  | \$5,992.20          |
| 071421           | 7/14/2021          | 01-00941-000   | BCBS Empl Dental 125          |                                  | \$1,416.57          |
| 071421           | 7/14/2021          | 01-00941-000   | BCBS Employer Dental          |                                  | \$1,501.21          |
| 071421           | 7/14/2021          | 01-00941-000   | BCBS Employer Hlth            |                                  | \$64,589.88         |
| 071421           | 7/14/2021          | 06-00901-000   | BCBS Empl Health 125          |                                  | \$606.74            |
| 071421           | 7/14/2021          | 06-00941-000   | BCBS Empl Dental 125          |                                  | \$53.75             |
| 071421           | 7/14/2021          | 06-00941-000   | BCBS Empl Health 125          |                                  | \$1,244.93          |
| 071421           | 7/14/2021          | 06-00941-000   | BCBS Employer Dental          |                                  | \$88.62             |
| 071421           | 7/14/2021          | 06-00941-000   | BCBS Employer Hlth            |                                  | \$1,261.32          |
| <b>Sub Total</b> |                    |                |                               |                                  | <b>\$76,755.22</b>  |
| Voucher Number   | Bank Name          | Account Number | Check Number                  | Vendor                           | Amount              |
| 070821           | BankFirst          | 195103         |                               | Federal Reserve KC               | \$210,179.45        |
| Register         | Register Paid Date | Account Code   | Deduction                     |                                  | Amount              |
| 071421           | 7/14/2021          | 01-00941-000   | Direct Deposit                |                                  | \$207,786.06        |
| 071421           | 7/14/2021          | 06-00941-000   | Direct Deposit                |                                  | \$2,393.39          |
| <b>Sub Total</b> |                    |                |                               |                                  | <b>\$210,179.45</b> |
| Voucher Number   | Bank Name          | Account Number | Check Number                  | Vendor                           | Amount              |
| 070821 HSA       | BankFirst          | 195103         |                               | Kaylen Tunink - HSA              | \$301.46            |
| Register         | Register Paid Date | Account Code   | Deduction                     |                                  | Amount              |
| 071421           | 7/14/2021          | 01-00941-000   | HSA Kaylen Tunink             |                                  | \$301.46            |
| <b>Sub Total</b> |                    |                |                               |                                  | <b>\$301.46</b>     |

| Voucher Number   | Bank Name          | Account Number | Check Number           | Vendor                         | Amount             |
|------------------|--------------------|----------------|------------------------|--------------------------------|--------------------|
| 070821 HSA       | BankFirst          | 195103         |                        | LaVonne Carson - HSA           | \$106.92           |
| Register         | Register Paid Date | Account Code   | Deduction              |                                | Amount             |
| 071421           | 7/14/2021          | 01-00941-000   | HSA LaVonne Carson     |                                | \$106.92           |
| <b>Sub Total</b> |                    |                |                        |                                | <b>\$106.92</b>    |
| Voucher Number   | Bank Name          | Account Number | Check Number           | Vendor                         | Amount             |
| 070821           | BankFirst          | 207276         | 52164                  | Madison National Life          | \$2,460.90         |
| Register         | Register Paid Date | Account Code   | Deduction              |                                | Amount             |
| 071421           | 7/14/2021          | 01-00901-000   | Addtl Life Ins         |                                | \$50.24            |
| 071421           | 7/14/2021          | 01-00901-000   | Life Ins Employer      |                                | \$43.75            |
| 071421           | 7/14/2021          | 01-00901-000   | Long Term Disability   |                                | \$14.85            |
| 071421           | 7/14/2021          | 01-00941-000   | Addtl Life Ins         |                                | \$180.53           |
| 071421           | 7/14/2021          | 01-00941-000   | Dependent Life Ins     |                                | \$6.30             |
| 071421           | 7/14/2021          | 01-00941-000   | Life Ins Employer      |                                | \$727.37           |
| 071421           | 7/14/2021          | 01-00941-000   | Long Term Disability   |                                | \$1,366.31         |
| 071421           | 7/14/2021          | 06-00901-000   | Dependent Life Ins     |                                | \$2.10             |
| 071421           | 7/14/2021          | 06-00941-000   | Addtl Life Ins         |                                | \$0.07             |
| 071421           | 7/14/2021          | 06-00941-000   | Life Ins Employer      |                                | \$69.38            |
| <b>Sub Total</b> |                    |                |                        |                                | <b>\$2,460.90</b>  |
| Voucher Number   | Bank Name          | Account Number | Check Number           | Vendor                         | Amount             |
| 070821           | BankFirst          | 195103         |                        | MG Trust Company               | \$3,796.53         |
| Register         | Register Paid Date | Account Code   | Deduction              |                                | Amount             |
| 071421           | 7/14/2021          | 01-00941-000   | 403b Plan              |                                | \$175.00           |
| 071421           | 7/14/2021          | 01-00941-000   | 403b Plan ROTH         |                                | \$3,621.53         |
| <b>Sub Total</b> |                    |                |                        |                                | <b>\$3,796.53</b>  |
| Voucher Number   | Bank Name          | Account Number | Check Number           | Vendor                         | Amount             |
| 070821           | BankFirst          | 195103         |                        | Nebraska Department of Revenue | \$11,724.72        |
| Register         | Register Paid Date | Account Code   | Deduction              |                                | Amount             |
| 071421           | 7/14/2021          | 01-00941-000   | State Withholding - NE |                                | \$11,685.81        |
| 071421           | 7/14/2021          | 06-00941-000   | State Withholding - NE |                                | \$38.91            |
| <b>Sub Total</b> |                    |                |                        |                                | <b>\$11,724.72</b> |
| Voucher Number   | Bank Name          | Account Number | Check Number           | Vendor                         | Amount             |
| 070821           | BankFirst          | 195103         |                        | Nebraska Retirement System     | \$59,300.44        |
| Register         | Register Paid Date | Account Code   | Deduction              |                                | Amount             |
| 071421           | 7/14/2021          | 01-00941-000   | NPERS                  |                                | \$58,408.30        |
| 071421           | 7/14/2021          | 06-00941-000   | NPERS                  |                                | \$892.14           |
| <b>Sub Total</b> |                    |                |                        |                                | <b>\$59,300.44</b> |
| Voucher Number   | Bank Name          | Account Number | Check Number           | Vendor                         | Amount             |
| 070821 HSA       | BankFirst          | 195103         |                        | Patricia Wurdeman - HSA        | \$106.92           |
| Register         | Register Paid Date | Account Code   | Deduction              |                                | Amount             |
| 071421           | 7/14/2021          | 01-00941-000   | HSA Patricia Wurdeman  |                                | \$106.92           |
| <b>Sub Total</b> |                    |                |                        |                                | <b>\$106.92</b>    |
| Voucher Number   | Bank Name          | Account Number | Check Number           | Vendor                         | Amount             |
| 070821 HSA       | BankFirst          | 195103         |                        | Sage Gideon - HSA              | \$106.92           |
| Register         | Register Paid Date | Account Code   | Deduction              |                                | Amount             |
| 071421           | 7/14/2021          | 01-00941-000   | HSA Sage Gideon        |                                | \$106.92           |
| <b>Sub Total</b> |                    |                |                        |                                | <b>\$106.92</b>    |
| Voucher Number   | Bank Name          | Account Number | Check Number           | Vendor                         | Amount             |
| 070821 HSA       | BankFirst          | 195103         |                        | Shannon Carroll - HSA          | \$224.51           |
| Register         | Register Paid Date | Account Code   | Deduction              |                                | Amount             |
| 071421           | 7/14/2021          | 01-00941-000   | HSA Shannon Carroll    |                                | \$224.51           |

|                       |                           |                       |                          |                                  |                     |
|-----------------------|---------------------------|-----------------------|--------------------------|----------------------------------|---------------------|
| <b>Sub Total</b>      |                           |                       |                          |                                  | <b>\$224.51</b>     |
| <b>Voucher Number</b> | <b>Bank Name</b>          | <b>Account Number</b> | <b>Check Number</b>      | <b>Vendor</b>                    | <b>Amount</b>       |
| 070821                | BankFirst                 | 207276                | 5390                     | Vision Service Plan              | \$857.18            |
| <b>Register</b>       | <b>Register Paid Date</b> | <b>Account Code</b>   | <b>Deduction</b>         |                                  | <b>Amount</b>       |
| 071421                | 7/14/2021                 | 01-00901-000          | Vision 125               |                                  | \$103.71            |
| 071421                | 7/14/2021                 | 01-00941-000          | Vision 125               |                                  | \$692.91            |
| 071421                | 7/14/2021                 | 06-00901-000          | Vision 125               |                                  | \$28.29             |
| 071421                | 7/14/2021                 | 06-00941-000          | Vision 125               |                                  | \$32.27             |
| <b>Sub Total</b>      |                           |                       |                          |                                  | <b>\$857.18</b>     |
| <b>Voucher Number</b> | <b>Bank Name</b>          | <b>Account Number</b> | <b>Check Number</b>      | <b>Vendor</b>                    | <b>Amount</b>       |
| 070821                | BankFirst                 | 195103                | 52166                    | Washington National Insurance Co | \$60.90             |
| <b>Register</b>       | <b>Register Paid Date</b> | <b>Account Code</b>   | <b>Deduction</b>         |                                  | <b>Amount</b>       |
| 071421                | 7/14/2021                 | 01-00941-000          | WA Natl - Cancer Ins 125 |                                  | \$60.90             |
| <b>Sub Total</b>      |                           |                       |                          |                                  | <b>\$60.90</b>      |
| <b>Voucher Number</b> | <b>Bank Name</b>          | <b>Account Number</b> | <b>Check Number</b>      | <b>Vendor</b>                    | <b>Amount</b>       |
| 070821                | BankFirst                 | 195103                | 52167                    | WCS-General Fund                 | \$113.88            |
| <b>Register</b>       | <b>Register Paid Date</b> | <b>Account Code</b>   | <b>Deduction</b>         |                                  | <b>Amount</b>       |
| 071421                | 7/14/2021                 | 01-00941-000          | Limited Computer Use     |                                  | \$49.00             |
| 071421                | 7/14/2021                 | 01-00941-000          | Summer Ins 125           |                                  | \$64.88             |
| <b>Sub Total</b>      |                           |                       |                          |                                  | <b>\$113.88</b>     |
| <b>Grand Total</b>    |                           |                       |                          |                                  | <b>\$441,221.23</b> |

## Multicultural Education Report to the Board 7-10-2020

### 6020 Multicultural Education

In every curriculum area and at all grades, the school district will provide programs that foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations. The superintendent shall provide the board with a report on the status of the district's multicultural education program annually.

Each certified instructor submitted a detailed list of events, lessons, and activities that fulfill their duties and responsibilities.

Examples of those include:

12 students attend the Nebraska Hispanic-Latino Youth Summit in October.

Many teachers recognized February as Black History Month and highlighted the historical and literary contributions of African-Americans.

Many projects, papers, and reports highlighting diversity in America.

## **2020–2021 SCHOOL RE-OPENING RESOLUTION**

WHEREAS, the school district was closed during a portion of the 2019–2020 school year based on the statewide outbreak of COVID-19; and

WHEREAS, the President and the Governor have declared a state of emergency; and

WHEREAS, the State of Nebraska and the Northeast Nebraska Public Health Department have issued various directed health measures in response to the novel coronavirus and the COVID-19 pandemic; and

WHEREAS, the directed health measures currently in place allow the school facilities to be reopened to in-person student attendance; and

WHEREAS, the Board of Education wishes to support student learning while taking reasonable precautions to keep students, staff, and administrators safe; and

WHEREAS, the school district is also completing reopening plans with contingencies for changes in circumstances, but for the time being, the Board of Education believes it is important to address these critical issues to assist the administration in preparing for plans when school resumes;

NOW, THEREFORE, be it resolved that the Board of Education has determined as follows:

### **Site for Instruction**

**Green Status (Minimal Community Spread):** student instruction will occur in-person in the classroom unless otherwise required by law. All students who are enrolled in the school district must attend school on all days when school is open for in-person instruction unless the student's illness makes attendance impossible or impractical or is otherwise excused by board policy.

**Yellow Status (Moderate Community Spread):** If a moderate level of risk exists, as determined through consultation with NNPHD and/or the Nebraska Department of Education, a "hybrid" model of schooling, to include both in-person and remote learning activities may be offered. Those students served via a hybrid model will be provided with the opportunity to engage in distance learning and are expected to complete all assigned coursework remotely.

**Red Status (Severe Community Spread):** In cases of elevated levels of risk, as determined through consultation with NNPHD and/or the Nebraska Department of Education,

instruction may occur exclusively via remote learning. Students will be expected to fully participate in the remote learning activities. Students choosing not to participate in remote learning activities will be deemed to be absent from school and subject to compulsory attendance rules and regulations. No students will attend school in person unless required to access services.

Appropriate accommodations will provide for students with special needs through the IEP and 504 process.

Student attendance in both the in-person and the remote learning models will be governed by the following policy:

#### 5001

#### Compulsory Attendance and Excessive Absenteeism

##### 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 the 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 and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll. Page 2 of 2 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. 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 written doctor's note
4. Death or serious illness of the student's family member
5. Appearance at court or for other legal matters with a written 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 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.

|                       |                       |                       |
|-----------------------|-----------------------|-----------------------|
| Adopted on: 6/14/2010 | Revised on: 7/13/2017 | Reviewed on: 2/8/2018 |
|-----------------------|-----------------------|-----------------------|

## **Masks**

All district teachers, staff, employees, volunteers, and third-party business affiliates:

Must wear face coverings at all times unless the nature of the instruction or other activity makes face covering unsafe or impossible. Employees who suffer from a disabling condition that necessitates a reasonable accommodation to this requirement must notify their supervising administrator immediately of the employee's physical or mental impairment and the accommodation the employee seeks.

All students

Must wear face coverings at all times, unless one of the following exceptions applies:

- The student has a disability and a reasonable accommodation excuses the student from wearing a mask for some or all of the school day;
- The student's Individualized Education Program (IEP) team has determined that wearing a mask for some or all of the school day would interfere with the student's ability to receive a free, appropriate public education and that determination is documented in the student's IEP;
- The student's Section 504 committee has determined that wearing a mask for some or all of the school day would interfere with the student's ability to receive a free, appropriate public education and that determination is documented in the student's Section 504 Plan; OR
- Another legally valid reason exists to excuse the student from the face covering requirement and such reason has been approved in writing by the building Principal.

## **Leave / Staff Attendance**

~~Employees will be permitted to take leave (paid or otherwise) provided by the terms of employment (staff contract, negotiated agreement, etc.) and as provided by law (e.g., ADA, FMLA, FFCRA, etc.).~~

~~In addition to leave required by law, policy, or contract, the district will allow employees that satisfy the COVID-19 Qualifying Criteria below to take up to \_\_\_\_ days of leave (paid or unpaid, or some combination of the same) in addition to all of forms~~

of leave provided by the terms of employment (e.g., staff contract, negotiated agreement, etc.):

#### COVID-19 Qualifying Criteria

- Employee has one of the following conditions that the Centers for Disease Control (CDC) has identified to **put Employee at increased risk** of severe illness from COVID-19:
  - Chronic kidney disease
  - COPD (chronic obstructive pulmonary disease)
  - Immunocompromised state (weakened immune system) from solid organ transplant
  - Obesity (body mass index [BMI] of 30 or higher)
  - Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
  - Sickle cell disease
  - Type 2 diabetes mellitus
  
- Employee has one of the following conditions that the Centers for Disease Control (CDC) has identified to **maybe put Employee at increased risk** of severe illness from COVID-19:
  - Asthma (moderate-to-severe)
  - Cerebrovascular disease (affects blood vessels and blood supply to the brain)
  - Cystic fibrosis
  - Hypertension or high blood pressure
  - Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
  - Neurologic conditions, such as dementia
  - Liver disease
  - Pregnancy
  - Pulmonary fibrosis (having damaged or scarred lung tissues)
  - Smoking
  - Thalassemia (a type of blood disorder)
  - Type 1 diabetes mellitus
  
- A member of Employee's residence has one of the conditions (listed above) that the CDC has identified to put or possibly put that member of Employee's residence at increased risk of severe illness from COVID-19.

~~o [Other reasons for additional leave?]~~

~~[Think about whether to require exhaustion of all paid leave first before accessing this additional leave.]~~

~~[Additional leave for teachers will require negotiating with the teachers' union.]~~

In response to potential health risks related to COVID-19, the Wakefield Board of Education is implementing the following changes to the employee earned leave (paid time off) policy for the 2020-2021 school year.

### **Leave / Staff Attendance**

Employees will be permitted to take leave provided by the terms of employment (staff contract, negotiated agreement, etc.) and as provided by law (e.g., ADA, FMLA, FFCRA, etc.).

In addition to leave required by law, policy, contract, and/or terms of employment (e.g., staff contract, negotiated agreement, etc.); the district may grant additional COVID-19 related leave at the discretion of the Superintendent of Schools, in consultation with the building principals, to employees that satisfy the COVID-19 Qualifying Criteria below:

#### COVID-19 Qualifying Criteria

- o Employee presents two or more of the following COVID-19 symptoms:
  - Fever,
  - Chills & Shivering,
  - Muscle Aches,
  - Headache,
  - Sore Throat,
  - Nausea,
  - Vomiting,
  - Diarrhea
- o Or at least one of the following COVID-19 symptoms:
  - Positive COVID-19 Test Result
  - New Cough,
  - Shortness of Breath or Difficulty Breathing,
  - Loss of Taste and Smell,
  - Verified Exposure to the Novel Coronavirus

Should an employee present any of the COVID-19 Qualifying Criteria outlined above, the employee will be sent home from school as soon as possible, and expected to be screened by a licensed health practitioner (Medical Doctor, Physicians Assistant, Nurse Practitioner). This time will not count against the employees earned leave. Should the staff member screen positive

for COVID-19, any resulting time away from school will not count against the employees earned leave. Should the illness be non-covid related, time away from school will be treated as a sick leave event.

A condition for granting additional leave, as described above, is that employees capable of working remotely are expected to do so. As a condition for granting additional leave, the employee may be required to be tested for COVID-19.

To qualify for additional leave as describe above, employees that are incapable of working remotely must provide documentation from licensed health practitioner to that effect.

The superintendent is authorized to take all reasonable and necessary action to implement this resolution without further action of the Board.

If there is any conflict between this resolution and any provision of Board policy or of staff or student handbooks, the terms in this resolution shall control.

NOW, THEREFORE, be it finally resolved that this resolution will expire upon the sooner of action taken by the Board to rescind it or the expiration of the 2020-2021 school year.

Approved by the Board on \_\_\_\_\_, 2020.

\_\_\_\_\_  
Board President

## **2020–2021 SCHOOL RE-OPENING RESOLUTION**

WHEREAS, the school district was closed during a portion of the 2019–2020 school year based on the statewide outbreak of COVID-19; and

WHEREAS, the President and the Governor have declared a state of emergency; and

WHEREAS, the State of Nebraska and the Northeast Nebraska Public Health Department have issued various directed health measures in response to the novel coronavirus and the COVID-19 pandemic; and

WHEREAS, the directed health measures currently in place allow the school facilities to be reopened to in-person student attendance; and

WHEREAS, the Board of Education wishes to support student learning while taking reasonable precautions to keep students, staff, and administrators safe; and

WHEREAS, the school district is also completing reopening plans with contingencies for changes in circumstances, but for the time being, the Board of Education believes it is important to address these critical issues to assist the administration in preparing for plans when school resumes;

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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.

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|                       |                       |                       |
|-----------------------|-----------------------|-----------------------|
| Adopted on: 6/14/2010 | Revised on: 7/13/2017 | Reviewed on: 2/8/2018 |
|-----------------------|-----------------------|-----------------------|

## **Masks**

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All students

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- The student's Individualized Education Program (IEP) team has determined that wearing a mask for some or all of the school day would interfere with the student's ability to receive a free, appropriate public education and that determination is documented in the student's IEP;
- The student's Section 504 committee has determined that wearing a mask for some or all of the school day would interfere with the student's ability to receive a free, appropriate public education and that determination is documented in the student's Section 504 Plan; OR
- Another legally valid reason exists to excuse the student from the face covering requirement and such reason has been approved in writing by the building Principal.

Leave / Staff Attendance

In response to potential health risks related to COVID-19, the Wakefield Board of Education is implementing the following changes to the employee earned leave (paid time off) policy for the 2020-2021 school year.

Employees will be permitted to take leave provided by the terms of employment (staff contract, negotiated agreement, etc.) and as provided by law (e.g., ADA, FMLA, FFCRA, etc.).

In addition to leave required by law, policy, contract, and/or terms of employment (e.g., staff contract, negotiated agreement, etc.); the district may grant additional COVID-19 related leave at the discretion of the Superintendent of Schools, in consultation with the building principals, to employees that satisfy the COVID-19 Qualifying Criteria below:

#### COVID-19 Qualifying Criteria

Employee presents two or more of the following COVID-19 symptoms:

- Fever,
- Chills & Shivering,
- Muscle Aches,
- Headache,
- Sore Throat,
- Nausea,
- Vomiting,
- Diarrhea

Or at least one of the following COVID-19 symptoms:

- Positive COVID-19 Test Result
- New Cough,
- Shortness of Breath or Difficulty Breathing,
- Loss of Taste and Smell,
- Verified Exposure to the Novel Coronavirus

Should an employee present any of the COVID-19 Qualifying Criteria outlined above, the employee will be sent home from school as soon as possible, and expected to be screened by a licensed health practitioner (Medical Doctor, Physicians Assistant, Nurse Practitioner). This time will not count against the employees earned leave. Should the staff member screen positive for COVID-19, any resulting time away from school will not count against the employees earned leave. Should the illness be non-covid related, time away from school will be treated as a sick leave event.

A condition for granting additional leave, as described above, is that employees capable of working remotely are expected to do so. As a condition for granting additional leave, the employee may be required to be tested for COVID-19.

To qualify for additional leave as describe above, employees that are incapable of working remotely must provide documentation from licensed health practitioner to that effect.

The superintendent is authorized to take all reasonable and necessary action to implement this resolution without further action of the Board.

If there is any conflict between this resolution and any provision of Board policy or of staff or student handbooks, the terms in this resolution shall control.

NOW, THEREFORE, be it finally resolved that this resolution will expire upon the sooner of action taken by the Board to rescind it or the expiration of the 2020-2021 school year.

Approved by the Board on \_\_\_\_\_, 2020.

\_\_\_\_\_  
Board President



Jun-21

## Kemps LeMars 2021-22 Dairy Bid

Kemps LeMars Office

Bill To:

1402075

WAKEFIELD COMMUNITY SCHOOL DISTRICT

1345 12th Ave SW  
Le Mars, IA 51031

Kemps LeMars would like the opportunity to bid on your schools dairy program for the upcoming 21-22 school year. Please see the below bid prices quoted for the month printed in the top right corner. **If you have any questions regarding this bid, please contact Debra Carlson at: Email: [debra.carlson@kemps.com](mailto:debra.carlson@kemps.com) - Phone: 712-548-2200 x41113- Fax: 712-548-5809**

| Milk                                   | Carton | Item # | Escalator |
|--|--------|--------|-----------|
| 8oz KEMPS SEL WHL ECO HP 50/CS         | Paper  | 65378  |           |
| 8oz KEMPS SEL 2% ECO HP 50/CS          | Paper  | 65379  |           |
| 8oz KEMPS SEL 1% ECO HP 50/CS          | Paper  | 65380  | 0.2000    |
| 8oz KEMPS SEL SKIM ECO HP 50/CS        | Paper  | 65381  | 0.1900    |
| 8oz TMOO 1% CHOC AGH FREE SQT HP 48/CS | Paper  | 47284  |           |
| 8oz TMOO SKIM CHOC AGH FREE HP 50/CS   | Paper  | 45837  | 0.2100    |
| 8oz TMOO SKIM STRAW HP 50/CS           | Paper  | 46073  |           |

| Kemps Dairy Items  | Carton             | Item # | Escalator |
|--|--------------------|--------|-----------|
| KEMPS SEL WHL PL GAL 4/CS  | Plastic            | 66351  | 4.9908    |
| KEMPS SEL 2% PL GAL 4/CS   | Plastic            | 66352  | 4.6604    |
| KEMPS SEL 1% PL GAL 4/CS   | Plastic            | 66353  | 4.4613    |
| KEMPS SEL SKIM PL GAL 4/CS   | Plastic            | 66354  | 4.2702    |
| TMOO 1% CHOC AGH FREE GAL 4/CS   | Plastic            | 47421  | 5.1776    |
| HG KEMPS SEL 2% MK PL 9/CS   | Plastic            | 66385  | 2.7227    |
| QT KEMPS H&H PP 16/CS  | Plastic            | 65374  | 2.3716    |
| PT KEMPS HWC 36% STAB PAPER 28/CS  | Paper              | 65386  | 2.6272    |
| GAL KEMPS OJ 100% 4/CS   | Plastic            | 66510  | 4.1118    |
| HALF GAL KEMPS OJ 100% 9/CS  | Plastic            | 66511  | 2.3286    |
| 12oz ORCHARD PURE 100% ORANGE JUICE                                      | Plastic            | 56683  | 1.0077    |
| HP KEMPS OJ 100% SQT 48/CS   | Paper              | 66513  | 0.3311    |
| 4oz-100% JUICE: Orange, Apple, Fruit Punch & Grape                       | Plastic - Foil Top | 54952  | 0.2681    |
| 5LB KEMPS CC 4% SMC RD 2/BX  | Plastic Tub        | 66508  | 8.9935    |
| 5LB KEMPS CC 2% SMC RD 2/BX  | Plastic Tub        | 66507  | 9.1590    |
| 5LB KEMPS CULT SR CRM PLN 2/BX   | Plastic Tub        | 66506  | 8.1296    |
| 5LB CF SR CRM LT   | Plastic Tub        | 54017  | 8.4678    |
| 1oz COUNTRY FRESH SOUR CREAM PACKETS REG                                 | Paper Packet       | 54152  | 12.2341   |
| 5LB KEMPS YOGURT(VAN/BLUEB/STR/PLAIN)                                    | Plastic Tub        | 65399  | 9.2204    |
| HG DP Lactose Free ESL Skim (other fat levels avail.)                    | Paper              | 56745  | 4.4061    |
| HALF GAL KEMPS 5% VAN IC MIX PL 9/CS                                     | Plastic            | 66444  | 3.7767    |
| 14oz TMOO 1% PROTEIN (Van-Choc)  | Plastic            | 51059  | 1.4282    |
| 14oz Dairy Pure /TruMoo Milk<br>Flavors: White: VD, 2%, Choc VD, Choc 1% | Plastic            | 56781  | 1.0758    |

*Please fill in the below information, sign and return via mail, or email at [debra.carlson@kemps.com](mailto:debra.carlson@kemps.com) or fax 712-548-5809 along with any other competitive bids and a 21/22 school calendar.*

|               |                                    |                |
|---------------|------------------------------------|----------------|
| <b>We</b>     | <small>(Please circle one)</small> | <b>We</b>      |
| <b>Accept</b> |                                    | <b>Decline</b> |

**Kemps...It's the Cows!**

**First Day of School:**

**Name of Kitchen/Food Service Director:**

**Phone #:**

**Email:**

**Signature:**

**Ship To's:** \* Delivery Days and Times to be Determined\*  
1402074 WAKEFIELD HIGH SCHOOL

**Kemps is letting you take control! Please review new ordering procedure for 2021-22 school year.**

No Acceptance of Standard Terms and Conditions: Notwithstanding any terms or conditions contained or referenced in this RFP, each response and submission relating to this RFP shall be subject to the condition that all terms and conditions relating to any resulting business relationship must be separately negotiated and agreed upon in a written agreement executed by both parties, which written agreement shall represent the entire and exclusive understanding and agreement between the parties as to the applicable business.



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## Fluid Milk Escalator /De-escalator Clause

Future price adjustments will be predicated on the following escalator/de-escalator formula for fluid milk taking into consideration Federal Milk Market Order monthly changes in the cost of skim milk and butterfat. Expenses including fuel, energy, packaging and ingredients will also be included in monthly changes and will be communicated as to what these expenses include.

### SKIM MILK:

- For each \$.10/cwt increase or decrease in the cost of skim milk, prices will adjust respectively as follows on all fat levels.

|          |   |                    |
|----------|---|--------------------|
| 5 Gallon | - | .0430 per 5 Gallon |
| Gallon   | - | .0086 per Gallon   |
| 8 oz.    | - | .00054 per 8 oz.   |

### BUTTERFAT:

- For each \$.10 increase or decrease in the cost of butterfat, prices will adjust respectively as follows by various fat levels.

| Item     | Whole (3.25%) | 2%         | 1%         | Fat Free    |
|----------|---------------|------------|------------|-------------|
| 5 Gallon | .1395/5 Gal   | .086/5 Gal | .043/5 Gal | .0045/5 Gal |
| Gallon   | .0279/Gal     | .0172/Gal  | .0086/Gal  | .0009/Gal   |
| 8 Oz     | .0017/8 Oz    | .0011/8 Oz | .0005/8 Oz | .0001/8 Oz  |

- Monthly per unit adjustments will reflect a combination of the changes in skim milk and butterfat, and expenses (fuel, packaging, ingredients, resin, energy, etc.).**
- This escalator/de-escalator formula applies to all fluid milk items.

### Non Fluid Milk Items

Prices bid on products other than fluid milk are for one month only, and will automatically renew at the quoted price, unless Kemps advises you of our intent to change the price as a result of a significant supplier price change.



**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion AD-1048  
Lower Tier Covered Transactions**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud privacy, and other statutes may be applicable to the information provided.

*(Read instructions on page two before completing certification.)*

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

|   |   |
|---|---|
| ORGANIZATION NAME<br><b>DFA - Kemps LeMars</b>  | PR/AWARD NUMBER OR PROJECT NAME<br><b>Dairy bid-school milk</b> |
| NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)<br><b>Jeff Oetken / Sales Director LeMars</b>  |   |
| SIGNATURE(S)<br> | DATE<br><b>02/24/21</b>   |

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

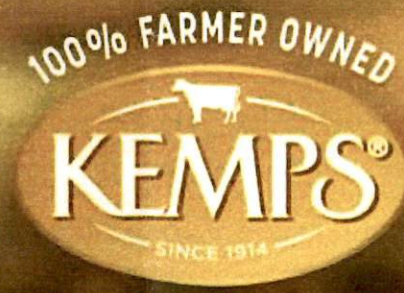
To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint \(https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer\)](https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

*Instructions for Certification*

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



Farmer  
owned.  
*Always*  
fresh.



*Good Comes Around™*

| Franklin Park Dean Dairy Holdings                             |   |  |
|---|---|--|
| Kemps LeMars 226  |   |  |
| <b>Lockbox Post Office Box Address</b>                        | <b>Lockbox</b>                                  | Lockbox Post Office Box Address:<br>DFA Dairy Brands Corporate, LLC<br>PO BOX 776922<br>CHICAGO IL 60677-6922  |
| <b>For Overnight Deliveries</b>                               | <b>Overnight</b>                                | For Overnight Deliveries<br>DFA Dairy Brands Corporate, LLC C/O PNC<br>BANK<br>ATTN: LOCKBOX NUMBER 776922<br>350 EAST DEVON AVE<br>ITASCA IL 60143  |
| <b>For EDI/820 Payments</b>                                   | <b>EDI</b>                                      | Bank Address:<br>BMO Harris Bank<br>111 West Monroe St<br>Chicago, IL 60603<br><br>Bank Account Information:<br>Account Title: DFA Dairy Brands<br>Corporate, LLC<br>Account Number:2381341<br>Bank ABA Number:071000288<br>SWIFT Code: HATRUS44 |
| <b>For all other Electronic Payments<br/>(ACH, Wire, etc)</b> | <b>Electronic<br/>(ACH, EFT,<br/>Wire, etc)</b> | Bank Address:<br>BMO Harris Bank<br>111 West Monroe St<br>Chicago, IL 60603<br><br>Bank Account Information:<br>Account Title: DFA Dairy Brands<br>Corporate, LLC<br>Account Number:2381317<br>Bank ABA Number:071000288<br>SWIFT Code: HATRUS44 |



## Kemps is letting you take control!

Kemps Le Mars is offering you the opportunity to take control of your orders starting in 2021-22 school year! We have a new on-line ordering system that gives you easy access to your account to place orders, view history and duplicate orders. The system will also send reminders.

Prior to delivery you can access the [DFA eOrder Connection](#) and place your order for the next delivery. Each location will be able to access the WEB and order exactly what you need! We will guarantee 10 days shelf life on delivery and give credit for manufacturer defects. You will order what you need, when you want it and control your inventory for breaks and holidays.

Don't worry, we will assist you in ordering and provide you with the information you need for each location to get you started. More details to follow!

If you decide not to utilize the on-line system, our drivers will be happy to continue to place your orders for you.

You will receive more comprehensive instructions when you sign up!

Customer Service – 888-215-7619

Questions Regarding Web Page –866-926-5773



Turn over for more information.



*Good Comes Around*

# Schools & Food Service – Web / App Ordering



*Using the DFA eOrder Connection our School & Food Service Customers can now take control of their own orders on the device of their choosing, using the web or our newly introduced app. It's easy and efficient!*



Available on your favorite device utilizing a web connection or the new DFA Dairy Brands app

**DFA DAIRY BRANDS**  
Dairy Farmers of America

### Order & Inventory Access

User ID:

Password:

**LOGIN**

[Forgot Password?](#)

2:38

ORDER DETAIL  
POWHATAN ELEM

Date: 04/06/2021

Review

Cutoff Date & Time: 04/01/2021 4:00 PM EST  
Total Qty:  
Total Cases:

| 04/06/2021 CURRENT QUANTITY | ORDER MULTIPLE | DESCRIPTION          |
|-----------------------------|----------------|----------------------|
| 1                           |                | GL 1%                |
| 9                           |                | HG 1%                |
| 9                           |                | HG CHOCOLATE 1%      |
| 1                           |                | QT 1% CHUG           |
| 50                          |                | HPT 1% ECO           |
| 50                          |                | HPT CHOC 1% ECO      |
| 50                          |                | HPT STRBRY SKIM ECO  |
| 12                          |                | HPT LACTOSEFREE SKIM |
| 75                          |                | 4 OZ ORANGE JUICE    |
| 75                          |                | 4 OZ FR PUNCH WICALC |

- ### Features:
- Longer Order Window (for school breaks)
  - Instant Suggested Order
  - No Order Message
  - Online assistance to facilitate order / case minimums
  - Online Help
  - Access to Past Order History (65 weeks)
  - Managed by DFA employees



2901 Cuming Street  
Omaha, NE 68131  
(402) 344-4321 phone  
(402) 346-0277 fax  
[www.HilandDairy.com](http://www.HilandDairy.com)

May 13, 2021

Wakefield CSD  
Attn: Ms. Becky Gothier  
PO Box 330  
Wakefield, NE 68784

Dear Ms. Gothier,

Per your request, we are pleased to submit the following bid on dairy products for the 2021-2022 school year.

| <u>Unit</u> | <u>Product</u>      | <u>Esc/De-Esc Price</u> | <u>Unit</u> | <u>Product</u> | <u>Esc/De-Esc Price</u> |
|-------------|---------------------|-------------------------|-------------|----------------|-------------------------|
| ½ Pint      | Skim White          | \$0.2040                | Pint        | Orange Juice   | \$0.8835                |
| ½ Pint      | 1% White            | \$0.2145                | Pint        | Choc Premium   | \$0.9347                |
| ½ Pint      | Fat Free Chocolate  | \$0.2186                | Pint        | Strawberry     | \$0.9257                |
| ½ Pint      | Fat Free Strawberry | \$0.2186                | Pint        | 2% White       | \$0.9257                |
| Gal         | 1% White            | \$4.4975                |             |                |                         |
| 4 oz        | Orange Juice        | \$0.20                  |             |                |                         |
| 4oz         | Apple Juice         | \$0.20                  |             |                |                         |
| 5LB         | Sour Cream          | \$8.00                  |             |                |                         |
| 5LB         | Cottage Cheese      | \$9.00                  |             |                |                         |
| 5LB         | Yogurt              | \$6.20                  |             |                |                         |

This bid is for Escalating/De-Escalating pricing. Please see attached clause for monthly cost adjustment factors for Esc/De-Esc pricing. Please call if you have any questions.

The bid is (choose one)  awarded to Hiland Dairy or  declined and awarded to \_\_\_\_\_

Name and Title \_\_\_\_\_

Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

Date \_\_\_\_\_ First Delivery Date \_\_\_\_\_ Esc./De-Esc Month May 2021

Please complete and scan this bid along with all competing bidder's pricing to: [rmerwald@hilanddairy.com](mailto:rmerwald@hilanddairy.com).

Thank you,

Scott Barnard, District Sales Manager

Phone: (402)970-0570

Fax: (402)970-0147

sbarnard@hilanddairy.com

CERTIFICATE OF NON-COLLUSION/INDEPENDENT PRICE  
DETERMINATION

The undersigned certifies that the preparation and submission of the attached bid have been conducted independently, without consultation, communication, or agreement with any other bidder or potential bidder and that there will be no consultation, communication, or agreement on the price, terms, and conditions of this bid by or on behalf of Hiland Dairy Foods Co., LLC with any other bidder or potential bidder prior to the official opening of the bid.

Date: MAY 2021

Hiland Dairy Foods Co., LLC

*Rick Beaman*

Rick Beaman  
General Sales Manager



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

Invoice #: Mem 197  
Date: 7/1/2021

**Bill To:**  
WAKEFIELD PUBLIC SCHOOLS  
BOX 330  
WAKEFIELD NE 68784

For: NRCSA Membership Dues

| Description                   | Amount   |
|-------------------------------|----------|
| 2021-22 NRCSA Membership Dues | \$850.00 |
| Invoice Total                 | \$850.00 |

01-2-02310-810-000-00

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](mailto:jbundy@nrcca.net)



**--YOUR ANNUAL MEMBERSHIP PROVIDES SUPPORT FOR --**  
Nebraska Rural Community Schools Association

|  |  |   |
|--|--|---|
| <p><b><u>STATE LEGISLATIVE ADVOCACY</u></b><br/>NRCSA is active in representing rural public schools in the Unicameral. The Executive Director is the main spokesperson for NRCSA, but is also represented by the lobbying firm of Nowka and Edwards. NRCSA's Legislative Committee includes 20 Superintendents from member schools and helps to direct the legislative efforts of the organization. NRCSA is also represented in the "Nebraskans United for Property Tax Reform and Education" and the "Education Association Coalition", both of which serve as coalitions that work to speak on behalf of public education interests.</p> | <p><b><u>RURAL ADVOCACY</u></b><br/>NRCSA is the only organization that speaks solely on behalf of public rural schools in the State of Nebraska.</p>  | <p><b><u>SUPERINTENDENT SEARCHES</u></b><br/>NRCSA's Superintendent Search Service is conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska. The service is available to all Nebraska school districts, with member districts paying a lower rate than non-member districts. A professional cost effective proposal and fee structure is available upon request.</p> |
| <p><b><u>PLANNING WORKSHOPS</u></b><br/>The NRCSA Planning Support Service is an elective service that assists districts in planning and goal-setting. The service is conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska.</p>  | <p><b><u>NATIONAL ADVOCACY</u></b><br/>NRCSA is a member of the National Rural Education Advocacy Consortium (NREAC), which represents the interests of rural public schools in national forums where education issues are decided.</p>  | <p><b><u>LEGISLATIVE FORUM</u></b><br/>During each legislative session NRCSA offers a forum for Board members and administrators. The forum provides the opportunity to hear from Senators as to what is happening in the Unicameral, as well as to provide input to Senators. The forum is held in Lincoln.</p>  |
| <p><b><u>COMMUNICATIONS</u></b><br/>NRCSA provides regular updates from the Executive Director to member schools. A more in-depth update is provided to all members just prior to monthly Board of Education meetings. The NRCSA webpage is <a href="http://www.nrca.net">www.nrca.net</a>. NRCSA also has a social media presence on Twitter (@NRCSA1980) and on Facebook (<a href="http://www.facebook.com/nrcsahome">www.facebook.com/nrcsahome</a>).</p>   | <p><b><u>SPRING CONFERENCE</u></b><br/>NRCSA offers an annual conference in Kearney in March. The conference targets issues and interests of rural schools. An opportunity is created to network with other rural school districts and to interact directly with policymakers and NRCSA leaders.</p>   | <p><b><u>GARY FISHER FINE ARTS SCHOLARSHIPS</u></b><br/>NRCSA awards two \$2,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the plan to major in a fine arts field.</p>  |
| <p><b><u>DISTRICT MEETINGS</u></b><br/>Each fall NRCSA conducts a meeting in each of the six membership districts. These meetings provide an opportunity for rural schools to connect with NRCSA leadership on a face-to-face basis.</p>   | <p><b><u>US BANK ONE CARD PROGRAM</u></b><br/>NRCSA has partnered with US Bank to provide this unique purchase card program for school districts. Individual school districts decide which staff members receive purchase cards. The district has control over where purchases can be made and for what amounts. This can be especially helpful when sending sponsors out with student groups.</p> | <p><b><u>NRCSA AWARDS</u></b><br/>NRCSA annually recognizes individuals who are outstanding at serving member districts. At the Spring Conference each year NRCSA recognizes an Outstanding Elementary Teacher, Secondary Teacher, Classified Staff Member, ESU Staff Member, Music Teacher, Principal, Board of Education Member, and Superintendent/ESU Administrator.</p>  |
| <p><b><u>NRCSA EXECUTIVE BOARD</u></b><br/>The 10-member Executive Board provides leadership and direction for the organization. Each of the six NRCSA districts is represented by at least one Superintendent from a district within the district.</p>  | <p><b><u>NRCSA SCHOLARSHIPS</u></b><br/>NRCSA annually awards 14 \$2,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the goal of becoming school teachers.</p>   | <p><b><u>GLOBAL TELETHERAPY</u></b><br/>Global Teletherapy is a partner with NRCSA that provides elective services such as Speech, Behavioral, and Occupational Therapies. Global provides services that are sometimes difficult to fill.</p>   |
| <p><b><u>NEBRASKANS UNITED</u></b><br/>NRCSA is a strong member of this group which includes most education and ag-related organizations in the State. The purpose is to work to provide property tax relief, as well as to protect and promote funding to public education.</p>   | <p><b><u>CORONAVIRUS ISSUES</u></b><br/>Over 100 NRCSA member Superintendents and ESU Administrators worked together to produce NRCSA's Reopening Document to help districts develop their own plans for reopening school in the fall.</p>   | <p><b><u>LEADERSHIP OPPORTUNITIES</u></b><br/>Each year there are over 50 leadership positions on the Executive Committee or other NRCSA committees that provide opportunities for member Superintendents.</p>  |
| <p><b><u>EDUCATION ASSOCIATIONS COALITION</u></b><br/>NRCSA is an active member of this group that is comprised of all of the major education associations in the state. The purpose of the group is to work together on legislative issues facing public education.</p>   | <p><b><u>NATIONAL RURAL EDUCATION ASSOCIATION</u></b><br/>NRCSA is a strong member of the NREA. The NREA provides leadership on issues facing rural education on the national level. Dr. Jon Habben, former NRCSA Executive Director of NRCSA, will serve as Past President of NREA in the coming year.</p>  | <p><b><u>RURAL TEACHER SHORTAGE</u></b><br/>NRCSA has started a Rural Teacher Committee that was established to find ways to address the shortage of teachers in rural schools. Twelve member Superintendents work with representatives from Chadron State College, Wayne State College and Peru State College in this work.</p>  |

"QUALITY RURAL SCHOOLS"

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

# **Wakefield Community Schools**



## **2021-2022 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 |
| High School..... | (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

### **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 Cognia (North Central Association) and the Nebraska Department of Education.

## Directory Information

### Board of Education

|                     |                       |
|---------------------|-----------------------|
| Bree Brown.....     | President (2022)      |
| Sherri Lundahl..... | Vice-President (2022) |
| Jeff Keagle.....    | Secretary (2022)      |
| Jim Litchfield..... | Member (2024)         |
| Eric Riewer.....    | Member (2024)         |
| Emily Godinez.....  | Member (2024)         |

### Administration

|                  |                      |
|------------------|----------------------|
| Matt Farup.....  | Superintendent       |
| Angela Zach..... | Secondary Principal  |
| Jerad Wulf ..... | Elementary Principal |

### Certified Staff

|                             |  |
|-----------------------------|--|
| Angie Borg.....             | School Nurse   |
| Iris Borg.....              | Math   |
| Matt Brenn.....             | 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Science/AD   |
| Shannon Carroll.....        | Math   |
| LaVonne Carson.....         | Spanish  |
| Michael Clay.....           | Social Studies   |
| Kari Cliff.....             | ELL  |
| Tara Dolen.....             | 2 <sup>nd</sup> Grade  |
| Brittany Eisenmann.....     | 3 <sup>rd</sup> Grade  |
| Austin Galles.....          | 4 <sup>th</sup> ,5 <sup>th</sup> ,6 <sup>th</sup> Guided Reading |
| Michelle Galles.....        | FCS  |
| <del>Sage Gideon.....</del> | <del>PE/Elem Tech/Art</del>                                      |
| Lynette Haisch .....        | 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Math         |
| Timarie Hansen.....         | <del>Business</del> 1 <sup>st</sup> Grade                        |
| Lori Harding.....           | Guidance   |
| Mike Hassler.....           | Art  |
| Micaela Hight.....          | 3 <sup>rd</sup> Grade  |
| Cathy Hoffart.....          | 1 <sup>st</sup> Grade  |
| Leah Jech.....              | Kindergarten   |
| Brian Johnson.....          | 4 <sup>th</sup> ,5 <sup>th</sup> ,6 <sup>th</sup> Soc. Studies   |
| Donna M Johnson.....        | Special Education  |
| Jena Kaufman.....           | PK   |
| Tiffany Lamprecht.....      | Media  |
| Center/Guidance             |  |
| Audrey Loberg.....          | 2nd Grade  |
| Jaime Manz.....             | Reading Specialist   |
| Colton McCreary.....        | PE/Elem Tech   |
| Logan McPhillips.....       | Special Education  |
| Chad Metzler.....           | Social Studies   |
| Ann Milliken.....           | English  |
| Lucas Munter.....           | Special Education  |

|                                   |  |
|-----------------------------------|--|
| Brenda Montoya.....               | ELL  |
| Deb Nicholson.....                | PK-6 <del>Music</del> <del>Vocal</del>                       |
| <del>Music</del>                  |  |
| Alejandra Orona.....              | ELL  |
| Esly Ovando.....                  | Band   |
| Pam Peters.....                   | PK   |
| Mark Reimers.....                 | Science  |
| Kari Rooney.....                  | 4 <sup>th</sup> ,5 <sup>th</sup> ,6 <sup>th</sup> Lang. Arts |
| <del>Brianna Samuelson.....</del> | <del>Special Education</del>                                 |
| Sara Schlickbernd.....            | 1 <sup>st</sup> 2 <sup>nd</sup> Grade                        |
| Samantha Schumer.....             | PK   |
| Jan Simmons.....                  | English/ESL  |
| Linda Steinman.....               | Kindergarten   |
| Will Tietmeyer.....               | ITE  |
| Olivia Tracy.....                 | English  |
| Bill Trenhaile.....               | ESLL/Bus Driver  |
| <del>Kaylen Tunink.....</del>     | <del>Business</del>  |
| <del>Zoe Vander Weil.....</del>   | <del>English/Speech</del>                                    |
| Jessi Vavrina.....                | 4 <sup>th</sup> ,5 <sup>th</sup> ,6 <sup>th</sup> Writing    |
| Megan Virgil.....                 | Science  |
| Joe Wendte.....                   | PE   |
| Leslie Ziska.....                 | Technology   |
| <b>Classified Staff</b>           |  |
| LaVon Anderson.....               | Elem Secretary   |
| Kim Barge.....                    | Para   |
| Lauren Barge.....                 | Para   |
| Ashley Campbell.....              | Para   |
| Carla Clay.....                   | Para   |
| Josh Cliff.....                   | Para   |
| <del>Lizbeth Delgado.....</del>   | <del>Para</del>  |
| Kris Does.....                    | Para   |
| Kristi Foote.....                 | Lunchroom Manager  |
| Becky Gothier.....                | Business Manager   |
| Jean Hansen.....                  | Para   |
| Rex Hansen.....                   | Maintenance  |
| Sylvia Hernandez.....             | Office   |
| Chad Hoffart.....                 | Para   |
| Marian Keagle.....                | Bus Driver   |
| Danielle Klein.....               | Para   |
| Rhonda Lorenzen.....              | Para   |
| Bob Lubberstedt.....              | Grounds  |
| Dawn Lubberstedt.....             | HS Secretary   |
| Ivon Martinez.....                | Para   |
| Rosa Morelos.....                 | Para   |
| Blanca Moreno.....                | Para   |
| Christian Nelson.....             | Kitchen  |

|                         |                   |
|-------------------------|-------------------|
| Pat Nicholson.....      | Bus Driver        |
| Tina Nuernberger.....   | Para              |
| Harold Odens.....       | Evening Custodian |
| Josie Paulson.....      | Custodian         |
| Christy Roberts.....    | Kitchen           |
| Julie Siebrandt.....    | Para              |
| Darci Slama.....        | Para              |
| Teresa Soderberg.....   | Para              |
| Kara Starzl.....        | Para              |
| Dwight Vander Veen..... | Transportation    |
| Patricia Wurdeman.....  | Custodian         |

**ESU#1 Staff - Certificated**

|                       |                       |
|-----------------------|-----------------------|
| Wendy Consoli.....    | Deaf Ed Teacher       |
| Staci Fethkenher..... | PT                    |
| Angie Guenther.....   | Transition Specialist |
| Blythe Zimmerman..... | OT                    |
| Vernae Luhr.....      | Audiologist           |
| Keri Messersmith..... | Psychologist          |
| Stacey Richart.....   | Vision O & M          |
| Becky Rieken.....     | Vision Consultant     |
| Anne Ronhovde.....    | Speech                |
| Pathologist           |                       |

## **Notice of Non-Discrimination**

Wakefield Public Schools does not discriminate on the basis of, race, color, religion, national origin, sex, disability, 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: Matt Farup  
Title: Superintendent  
Address: 802 Highland Street, Wakefield NE 68784  
Telephone: 402-287-2012  
Email: mfarup@wakefieldschools.org

For further information on notice of nondiscrimination, <http://wdcrobcopolop01.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 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: 7:30am to 4:00pm

Morning Pre-K: 8:15am - 11:15am; Afternoon Pre-K: 12:30am - 3:35pm

Elementary: 8:15am - 3:35pm

Secondary: 8:10am - 3:40pm

## Bell Schedules

### Regular School Day

|                        |   |
|------------------------|---|
| Period 1               | 8:10 - 8:57                                     |
| Period 2               | 8:59 - 9:46                                     |
| <del>Trojan Time</del> | <del>9:48 - 10:13</del>                         |
| Period 3               | <del>9:48</del> 10:15 - 10:35 <del>11:02</del>  |
| Period 4               | <del>10:37</del> 11:04 - 11:24 <del>11:51</del> |
| Period 5A              | <del>11:26</del> 11:54 - 11:50 <del>12:18</del> |
| Period 5B              | <del>11:53</del> 12:21 - 12:16 <del>12:44</del> |
| Period 5C              | <del>12:18</del> 12:45 - 12:43 <del>1:11</del>  |
| Period 6               | <del>12:46</del> 1:14 - 1:33 <del>2:01</del>    |
| Period 7               | <del>1:35</del> 2:03 - 2:22 <del>2:50</del>     |
| Period 8               | <del>2:24</del> 2:52 - 3:11 <del>3:40</del>     |
| Trojan Time            | 3:13 - 3:40                                     |

### Two-Hour Late Start

|                                 |   |
|---------------------------------|---|
| Period 1                        | 10:10 - 10:46 <del>42</del>                     |
| Period 2                        | 10:48 <del>44</del> - 11:24 <del>46</del>       |
| <del>Period 3</del>             | <del>11:18 - 11:49</del>                        |
| Period 5A                       | <del>11:26</del> 52 - 11:50 <del>12:16</del>    |
| Period 5B                       | <del>11:53</del> 12:19 - 12:16 <del>12:43</del> |
| Period 5C                       | <del>12:18</del> 12:45 - 12:43 <del>1:10</del>  |
| <del>Period 3</del> Trojan Time | <del>12:46</del> 1:13 - 1:19 <del>1:26</del>    |
| Period 4                        | <del>1:21</del> 28 - 1:54 <del>59</del>         |
| Period 6                        | <del>1:56</del> 2:01 - 2:29 <del>32</del>       |
| Period 7                        | 2:31 <del>2</del> - 3:04 <del>6</del>           |
| Period 8                        | 3:06 <del>9</del> - 3:40                        |

### 2:00 Dismissal

|                        |  |
|------------------------|--|
| Period 1               | 8:10 - 8:47 <del>45</del>                  |
| Period 2               | 8:50 <del>47</del> - 9:27 <del>22</del>    |
| Period 3               | 9:30 <del>24</del> - 10:07 <del>9:59</del> |
| Period 4               | 10:09 <del>04</del> - 10:46 <del>36</del>  |
| Period 6               | 10:48 <del>38</del> - 11:24 <del>43</del>  |
| Period 5A <del>7</del> | <del>11:26</del> 15 - 11:50 <del>54</del>  |
| Period 5B <del>A</del> | <del>11:53</del> 54 - 12:16 <del>48</del>  |
| Period 5C <del>B</del> | <del>12:18</del> 24 - 12:43 <del>46</del>  |
| Period 7 <del>5C</del> | <del>12:46</del> - 1:22 <del>44</del>      |
| Period 8               | 1:24 <del>44</del> - 2:00                  |

## School Closings

School closings due to inclement weather will be announced on local radio and television stations before 8:00 am.

**TV**– Siouxland television stations, KTIV, KCAU, KMEG

**Radio** –KNEN, KEXL, & KUSO (US92), all in Norfolk; and KTCH, Wayne-*I DON't think we update all of these-I think it is just the Wayne station*

**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.***ADD THE APTEGY APPLICATION INFORMATION**

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 messages 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 **cardform** for each child enrolled in the district. The **cardform** should list the family physician's name, where parents or a 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 8:20am and 3:35pm) 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 degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional.

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.

### **Parent & 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 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, at 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: State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot “approve” the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.
  - c. ~~The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.~~
  - d. 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 needs 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](http://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.

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;
- 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;
- out-of-state students who have been enrolled pursuant to board 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.

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.

### **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; 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. (Board 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.

#### **1. 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 extracurricular activities. Such a plan may include:
  - i. If the student cannot regularly attend classes, the provision of online courses;
  - ii. The arrangement of meeting times with teachers;
  - iii. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care and;
  - iv. 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 students 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.

## 2. Accommodations Regarding Lactation and Breastfeeding

### a. Accommodations

- i. 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.
- ii. 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.~~
- iii. 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. (Board Policy 5008)

## 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~~ ~~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. 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.

## **Tardies/Absences**

Students absent or planning on leaving school early must submit a note from parent/guardian stating the 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 am 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 am.

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 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.

## **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.

## **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.

## **Food Service Program**

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

### **Breakfast**

The school will serve breakfast daily from 7:30am until 8:10am. Students who qualify for free or reduced-price 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 ~~m~~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](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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, audiotope, 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. ([Board Policy 5032](#))

### **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~~ ~~of 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 \$10 per student, maximum of \$50 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 iPad Insurance~~

## Student Fees

### 1. Definitions

- a. "Students" means students, their parents, guardians or other legal representatives.
- b. "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.
- c. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### 2. Listing of Fees Charged by this District

#### a. 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.

#### b. 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.

#### c. 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.

**d. 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 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.

**e. 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          | <del>\$20</del> 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. |
| SkillsUSA                          | Annual membership fee of \$16. Cost of attendance at State/National Conventions are the student's responsibility. |
| FCCLA                              | Annual membership fee of \$20. Cost of  |

|   |  |
|---|--|
|   | attendance at State/National Conventions are the student's responsibility.                     |
| FFA                                       | Annual membership fee of \$40. Student must purchase their own FFA jackets and official dress. |
| 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.                                       |

**f. 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.

**g. 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.

**h. 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.

**i. 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

**j. 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.

**k. 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 PreK - 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 |
| Reduce Price.....  | \$0.40 |
| Milk.....          | \$0.30 |

[Update the current lunch and breakfast prices](#)

[4th-6th grade and](#) 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.

**i. 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~~ [as detailed by the instrumental music teacher.](#)

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.~~

**m. 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 contribute 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.

### **3. 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.

### **4. Distribution of Policy**

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

### **5. 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.

### **6. 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.



### **7. 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, **provided that a counselor who has reasonable cause to believe that a child has been subjected to child abuse or neglect shall review and follow the district's policy on reporting child abuse and neglect.**

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.
- Teachers must notify parents when a 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 – 90% - 100%

B – 75% - 89%

C – 60% - 74%

D – 59% - 50%

F – 49%; 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 extracurricular 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 an 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.

### **7<sup>th</sup> and 8<sup>th</sup> 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 **and transcript.**
- Standardized achievement test data.
- Criterion referenced test data.
- Final examination test data.
- Diagnostic test data.

The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable to the district's offered courses of study. A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements in order to be awarded ~~earn a high school diploma from the district. Credits earned in grades 9-12 at an accredited school will be counted toward high school graduation requirements.~~

Students who transfer from an exempt (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.

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 ~~manage~~ 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. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for law enforcement purpose.

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.

Each building principal will assign responsibilities for the preparation and maintenance of pupil 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.

~~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. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official administrators" include any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be 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 PII 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.

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.

~~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 ~~and the superintendent~~. ~~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**, ~~A student's parent or caregiver~~, as ~~that~~ 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.~~

### **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.

### **3. 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;
- 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 work too low;
- ~~C~~lothing 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);
- Bar midriff (belly button) styles, see-through and low-cut blouses, halters, tank tops, or thin strapped tops (spaghetti straps)
- Clothing, jewelry, or body art that advertises or promotes alcohol, tobacco, illegal drugs, or weapons;
- Clothing, jewelry, or body art that is gang related, exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar language or pictures.
- Hats, caps, bandanas, and hoods;
- Sunglasses, gloves or chains hanging or attached to pants or shorts;
- Clothing with holes above the "fingertip length" that expose flesh or underclothes;
- 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 the Dress Code, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulation.
  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 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 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. 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 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 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 sessions 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 detention by the teacher or may face additional disciplinary consequences up 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, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process applies to short-term suspensions:

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 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.

## **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 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;
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, 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, 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 initiations, defined as any 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.
- 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.

- j. 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 email 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;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulated possession of a weapon; and
- 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.

### **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 the Nebraska Criminal Code that administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. 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 a 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 recommendations 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 the 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:

1. 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
2. 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 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 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 and digital citizenship. (Board Policy 5054).

## **Cell Phones and Other Electronic Devices**

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 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. Students may not use cell phones or other electronic devices while they are in locker rooms 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 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, 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 parent or guardian after meeting with the parent or guardian to discuss the 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.

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**

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**

- i. Students may use the Internet to conduct research assigned by teachers.
- ii. Students may use the Internet to conduct research for classroom projects.
- iii. Students may use the Internet to gain access to information about current events.
- iv. Students may use the Internet to conduct research for school-related activities.
- v. Students may use the Internet for appropriate educational purposes.

##### **b. Unacceptable Use**

- i. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
- ii. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
- iii. Students shall not use email, 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.
- iv. Students shall not use school computers to participate in online auctions, online gaming or ~~mp3/mp4 sharing systems~~ music-sharing systems including, but not limited to, ~~Aimster or Freenet and the like.~~
- v. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
- vi. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.

- vii. 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 ~~school personnel~~the system administrator.
- viii. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
- ix. 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.
- x. 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.
- xi. 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.
- xii. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- xiii. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
- xiv. Students shall not forge electronic mail messages or web pages.

## **2. Enforcement**

### **a. Methods of Enforcement**

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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**

- i. 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:
  - 1. Loss of computer privileges;
  - 2. Short-term suspension;
  - 3. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and

4. Other discipline as school administration and the school board deem appropriate.
- ii. 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.

### **2. Education About Appropriate On-Line Behavior**

- a. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
- b. Staff will specifically educate students on
  - i. Appropriate interactions with other individuals on social networking websites and in chat rooms.
  - ii. Cyberbullying awareness and response.
- c. 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. ([Board Policy 5037](#))

## **Copyright and Fair Use**

The school district complies with federal copyright laws. Students 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 the weather is raining or snowing heavily.
- When the temperature or chill factor is 0° F.
- When lightning or an 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.

## **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:

- i. Stop the bus in a safe location
- ii. Keep passengers in the bus, if it is safe to do so
- iii. Take steps to warn motorists, by activating hazard lights and placing emergency triangles
- iv. 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**

**i. 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.

**ii. 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 parents have prearranged.

**iii. Floods or Standing Water**

It is generally appropriate to drive through a small or regular amount of water that has accumulated from a normal or typical rainfall. However, drivers should not drive through water on the road if: the water is moving or has a current; there is dangerous debris in the water; the driver cannot determine the depth of the water or there is a known dip in the road which would create a deeper section of water; or if there is any other water condition that the driver determines is unsafe to drive through.

**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 using a predetermined code. 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. **Unattended Items on or Near Pupil Transportation Vehicle**

The driver shall check for unattended items on or near the vehicle as part of the exterior and interior pre-trip inspections. If circumstances make an item suspicious (because it is out of context, makes a noise, has visible wires, placement was witnessed, was hidden, has unidentified powders or putty-like substances, etc.), the driver shall not inspect, move, or otherwise touch the item. School staff will evacuate the area, then immediately report the item to the staff member's direct supervisor, a principal, or the superintendent. If the unattended item is not suspicious (it has the characteristics of lost or misplaced property or of discarded trash, etc), the driver may examine the item more closely. This may include looking inside the item, attempting to identify the owner, reviewing security camera footage, or talking to those nearby, and then taking appropriate action.

f. **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.

g. **Emergency Incident Reports**

Bus drivers will provide written documentation of any of the emergency events specified in this policy by completing the bus log 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:**

1. Students must obey the driver promptly.
2. 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.
3. ~~Students must arrive at the bus stop before the bus is scheduled to arrive. The bus driver will not wait for tardy students.~~
4. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
5. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
6. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
7. Students are prohibited from throwing or passing objects on, from, or into vehicles.
8. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
9. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
10. 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.
11. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
12. 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.
13. 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
14. Students must respect the rights and safety of others at all times.
15. Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
16. 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.
17. 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:

1. Note home to parents
2. Suspension of bus riding privileges
3. Exclusion from extracurricular activities
4. In-school suspension
5. Short term or long term suspension from school
6. 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 another factor known or possessed only by 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 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 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 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. ~~Federal law requires school districts to 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.~~ (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 statutes 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 officials 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 while 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 prohibiting 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. (Board Policy 5026)

### **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 as established in the district's discipline policy.

### **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 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 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](mailto: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 administrator's decision regarding a complaint he or she may appeal the decision to the superintendent.
  - a. his 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. Complaints filed (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 an appeal from dismissal made 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 to 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 parents.

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 officers.

### **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 students must make such a 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.

## **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.

## **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, students 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 ~~must be immunized as required by state law and the rules and regulations promulgated by the Nebraska Department of Health and Human Services in effect at the time of the student's enrollment. is required to show proof of adequate immunizations for 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.
- d. The building principal shall be responsible for maintaining immunization records for the students enrolled in his/her building and shall share that information with the school's threat assessment and crisis teams as appropriate.

### 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:
  - i. 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.
  - ii. 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.

## **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 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. Ringworm-Fungal infection appearing as scaly oval lesions of the skin. Treatment needs to be started and areas 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**

All students enrolling in kindergarten or transferring into the school district from out-of-state must 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 [School Nurse Angie Borg at 402-287-9892](tel:402-287-9892) or [aborg@wakefieldschools.org](mailto:aborg@wakefieldschools.org) or 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 if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for 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.

## **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 affect 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.

## **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.

## **Extracurricular Activities**

### **Code of Conduct**

Students are encouraged to participate in Wakefield Community Schools' 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 the 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~~, Color Guard, 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 students 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 member 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.

**Form: School - Parent - Student Compact**  
**Wakefield Community School**  
**2021-2022 School Year**

The Wakefield School District and the parents of students participating in activities, services, and programs funded by Title 1 agree that this Compact outline 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.

**School Responsibilities:**

- Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
- 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 student's learning.

**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.

**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.

**WAKEFIELD COMMUNITY SCHOOL**

802 HIGHLAND, PO BOX 330 - WAKEFIELD, NE 68784-0330

Jerad Wulf, Principal PK-6, [jwulf@wakefieldschools.org](mailto:jwulf@wakefieldschools.org)

Angela Zachmatt Farup, Principal 7-12, [azachmfarup@wakefieldschools.org](mailto:azachmfarup@wakefieldschools.org)

Matt Farup, Superintendent, [mfarup@wakefieldschools.org](mailto:mfarup@wakefieldschools.org)

Phone: (402) 287-2012 (HS) (402) 287-9892 (Elem) Fax: (402) 287-2014

<http://www.wakefieldschools.org>

**Form: Consent to Perform Random Drug Testing  
2021-2022**

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 \_\_\_\_\_

**Form: Collaborative Plan Addressing Barriers to Attendance**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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 other parties: \_\_\_\_\_

**Signature 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: Non-Prescription Medical Parent Permission Form**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Name of Medical 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 the 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 the 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: Prescription Medication Authorization Form  
Administration of Medication at School**

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

Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_

**THIS PORTION MUST BE COMPLETED BY PHYSICIAN/DENTIST/PROVIDER**

|                           |               |              |                    |
|---------------------------|---------------|--------------|--------------------|
| <u>Name of Medication</u> | <u>Dosage</u> | <u>Route</u> | <u>Time of Day</u> |
| _____                     | _____         | _____        | _____              |

If given 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

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Print or Type Name

**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 healthcare 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*  
(Form 2014)

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Home Phone*

\_\_\_\_\_  
*Work Phone*

### Asthma Treatment

Give quick relief medication when a student has asthma symptoms, such as coughing, wheezing or tight chest.

- Albuterol HFA (Proventil, Ventolin, ProAir) 2 inhalation
- Levalbuterol (Xopenex HFA) 2 inhalations
- Pirbuterol (Maxair) 2 inhalations
- Use inhaler with valved holding chamber
- Albuterol inhaled **by nebulizer** (Proventil, Ventolin, AccuNeb)
  - 0.63 mg/3 mL
  - 1.25 mg/3 mL
  - 2.5 mg/2mL
- 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 a 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® 0.3mg
- EpiPen® Jr 0.15 mg
- Auvi-Q™ 0.3mg
- Auvi-Q™ 0.15mg
- Adrenaclick® 0.3 mg
- Adrenaclick® 0.15mg
- 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. Inf 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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Form: Student Asthma/Allergy Action Plan

(This Page to be Completed by Parent/Guardian)

Student Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

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 |  |
| <input type="checkbox"/> Other: _____                                  |   |   |  |

**Known Allergy/Intolerance:** Please check those which apply and describe what happens when your child eats or comes into contact with the allergens...

- Peanuts \_\_\_\_\_
- Tree Nuts \_\_\_\_\_
- Fish/Shellfish \_\_\_\_\_
- Eggs \_\_\_\_\_
- Soy \_\_\_\_\_
- Wheat \_\_\_\_\_
- Milk \_\_\_\_\_
- Medication \_\_\_\_\_
- Latex \_\_\_\_\_
- Insect Stings \_\_\_\_\_
- Other \_\_\_\_\_

**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 "Medication Statement Form to Request Special Meals and/or Accommodations" which can be found on the website - [www.airenbraska.org](http://www.airenbraska.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: \_\_\_\_\_ Date: \_\_\_\_\_

**Form: 2021-2022 Student Information**

**ALL PARENTS/GUARDIANS NEED TO COMPLETE THIS FORM  
IF ANY INFORMATION HAS CHANGED**

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: \_\_\_\_\_

Mother/Guardian Information:

Mother/Guardian Employer Information:

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

Person(s) who will take responsibility for the child when the parent/guardian cannot be reached.

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**MEDICAL INFORMATION:**

Family Physician(s) in case of emergency: \_\_\_\_\_

Would you like school correspondence in: English Spanish Other

**Wakefield School  
2021-2022  
Form: iPad Repair & Replacement 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.

**Repair & Replacement Plan**

When an iPad is damaged, students need to turn them in to the Technology Director immediately for evaluation. Devices that cannot be repaired in house will be sent to a business of the school's choosing. The cost of the repair is the responsibility of the student and their parent/guardian. Repaired iPads will be returned to the student once the fee is paid. If the iPad is damaged beyond repair, a new iPad will be given to the student once the replacement cost is paid. This applies to all accessories also.

[WHAT DOES LESLIE WANT THIS TO LOOK LIKE](#)

**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 case 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.

**Please sign the other side**

**Wakefield Community Schools  
Form: 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 the Wakefield Technology Director.
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 Repair and Replacement Plan and the Student Pledge for iPad Use.**

Student Grade: \_\_\_\_\_

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Sign the other side.**

Individual school iPads and accessories must be returned to the Wakefield 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: Receipt of 2021-2022 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_

## **2005 Conflict of Interest**

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For purposes of this policy:

a. Business with which a board member is associated shall include the following:

(1) A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.

(2) A business in which the board member or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the board member or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the board member reports the name and address of the company and stockbroker.

b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.

c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.

2. Contracts with the School District.

a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in

any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular office hours the proposals considered and the contract awarded. Board members who enter into employment contracts with the school district must also comply with the board's policy on the employment of board members.

- b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her immediate family, parent, spouse, or child has a business association with the business involved in the contract or will receive a direct pecuniary payment, fee, or commission as a result of the contract.
- d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:
  - (1) Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;
  - (2) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and
  - (3) Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

3. Contracts with Board Member's Immediate Family.

- a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:
  - (1) All district employees.
  - (2) All employees within a specific classification but which does not single out the member of his or her immediate family.

4. Employing Members of the Immediate Family.

- a. A board member may recommend for employment or supervise the employment of an immediate family member if:
  - (1) The board member does not abuse his or her position.
  - (2) Abuse of official position shall include, but not be limited to, employing an immediate family member:
    - (i) who is not qualified for and able to perform the duties of the position;
    - (ii) for any unreasonably high salary;
    - (iii) who is not required to perform the duties of the position.
  - (3) The board makes a reasonable solicitation and consideration of applications for employment.
  - (4) The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
  - (5) The board approves the employment or supervisory position.

b. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

5. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment

a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:

(1) a public official, public employee, or candidate.

(2) a member of the immediate family of an individual listed in Subparagraph 'a' above.

(3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.

b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.

c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.

d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

6. Conflict of Interest Relating to Campaigning or Political Issues

a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction for the purpose of campaigning for or against the nomination or

election of a candidate or the qualification, passage, or defeat of a ballot question.

- b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
- c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
  - (1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.
  - (2) Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

## 7. Conflict of Interest Statement

- a. Any board member who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
  - (2) Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district's public records; and
  - (3) Abstain from participating or voting on the matter in which he or she has a conflict of interest.
- b. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.

#### 8. Recordkeeping

- a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:
  - (1) The names of the contracting parties.
  - (2) The nature of the interest of the board member in question.
  - (3) The date that the contract was approved.
  - (4) The amount of the contract.
  - (5) The basic terms of the contract.
- b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

9. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 3003

### Bidding for Construction, Remodeling, Repair, or Site Improvement

#### I. Applicability of this policy.

Construction and contracts undertaken with 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 Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

#### II. Projects with an Estimated Cost of Less than ~~\$100~~109,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than ~~\$100~~109,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- 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.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than ~~\$100~~109,000 they must follow the formal procedures outlined in this policy.

#### III. Formal Bidding for Major Purchases and Construction

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$~~100~~109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$~~100~~118,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section 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 in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. 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 invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

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.

E. Any or all bids may be rejected if there is a sound documented reason

F. 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.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**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~~109,000, 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.

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.

**B. Construction Projects with an estimated cost of between \$~~100~~109,000 and \$249,999 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~~109,000 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~~109,000 and \$250,000.

#### **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~~publicly 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~~publicly 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 and consistent with state law.

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

### **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.

## **VII. Financial Management**

### **A. Identification.**

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

#### **B. Financial Reporting**

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

#### **C. Accounting Records**

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

#### **D. Internal Controls**

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. -

#### **E. Budget Control**

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

#### **F. Payment Methods**

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in

federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

#### **G. Allowability of Costs**

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

### **VIII. 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 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: \_\_\_\_\_

**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**

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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, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

### **D. Enforcement**

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, or agents of the District.

## **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. Financial Management**

### **A. Identification**

~~In its accounts~~ The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

### **B. Financial Reporting**

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

### **C. Accounting Records**

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

### **D. Internal Controls**

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

### **E. Budget Control**

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

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**F. Payment Methods**

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Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

**G. Allowability of Costs**

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

**V-VI. Other Contract Matters.**

**A. Required Terms**

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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 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: \_\_\_\_\_

## 3042 Construction Management at Risk Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

The board shall adopt a resolution by a two-thirds affirmative vote selecting the construction management at risk contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the construction management at risk contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the construction management at risk contract delivery system.

**Definitions.** For purposes of this policy:

1. Construction management at risk contract means a contract by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the school district, (b) acts as a construction consultant to the school district during the design development phase of the project when the school district's architect or engineer designs the project, and (c) is the builder during the construction phase of the project;
2. Construction manager means the legal entity which proposes to enter into a construction management at risk contract pursuant to the Act;
3. Proposal means an offer in response to a request for proposals by a construction manager to enter into a construction management at risk contract for a project pursuant to the act;
4. Request for proposals means the documentation by which a school district solicits proposals; and
5. School district means \_\_\_\_\_ Public Schools.

**Procedures.**

1. Procedures for the preparation and content of requests for proposals shall include the following:

- A. At least thirty days prior to the deadline for receiving and opening proposals, notice of the request for proposals shall be published in a newspaper of general circulation within the school district and filed with the State Department of Education. The request for proposals shall contain, at a minimum, the following elements:
  1. The identity of the school district for which the project will be built and the school district that will execute the contract;
  2. Policies adopted by the school district pursuant to the Act;
  3. The proposed terms and conditions of the contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
  4. Any bonds and insurance required by law or as may be additionally required by the school district;
  5. General information about the project which will assist the school district in its selection of the construction manager, including a project statement which contains information about the scope and nature of the project, the project site, the schedule, and the estimated budget;
  6. The criteria for evaluation of proposals and the relative weight of each criterion; and
  7. A description of any other information which the school district chooses to require.
2. Procedures for the preparation and submission of proposals by the

construction manager shall be determined on a project-by-project basis and included within the requests for proposals.

3. Procedures for evaluating requests for proposals submitted to the school district by a construction manager shall include the following:

A. The school district shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the school district. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a construction manager under the Act, and (5) a resident of the school district other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a construction manager who has a proposal being evaluated and shall not be employed by the school district or the school's architect or engineer.

B. The selection committee and the school district shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

(1) The financial resources of the construction manager to complete the project **(up to ten percent)**;

(2) The ability of the proposed personnel of the construction manager to perform **(up to thirty percent)**;

(3) The character, integrity, reputation, judgment, experience, and efficiency of the construction manager **(up to thirty percent)**;

(4) The quality of performance on previous projects **(up**

**to thirty percent);**

- (5) The ability of the construction manager to perform within the time specified **(up to thirty percent);**
- (6) The previous and existing compliance of the construction manager with laws relating to the contract **(up to ten percent);** and
- (7) Such other information as may be secured having a bearing on the selection **(up to twenty percent).**

**NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the CM@R method for a specific project, or at a later time but before the RFP is published and sent out.**

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

- C. The school district shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.
4. Procedures for negotiations between the school district and the construction managers submitting proposals prior to the acceptance of a proposal if any such negotiations are contemplated shall include the following:
- A. The school district may attempt to negotiate a construction management at risk contract with the highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
  - B. The negotiations shall include a final determination of the manner by which the construction manager selects a subcontractor.
  - C. If the school district is unable to negotiate a satisfactory contract with the highest ranked construction manager, the school district may terminate negotiations with that construction manager. The school district may then undertake negotiations with the second highest ranked

- construction manager and may enter into a construction management at risk contract after negotiations.
- D. If the school district is unable to negotiate a satisfactory contract with the second highest ranked construction manager, the school district may undertake negotiations with the third highest ranked construction manager, if any, and may enter into a construction management at risk contract after negotiations.
  - E. If the school district is unable to negotiate a satisfactory contract with any of the ranked construction managers, the school district may either revise the request for proposals and solicit new proposals or cancel the construction management at risk process under the act.
  - F. If the school district is able to negotiate a satisfactory contract with a construction manager, the school district shall file a copy of all construction management at risk contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the construction manager shall file a copy of all contract modifications and change orders with the State Department of Education.
5. Procedures for filing and acting on formal protests relating to the solicitation or execution of construction management at risk contracts shall include the following:
- A. Definitions.
    - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the school district to another party or by the failure of the school district to award a contract to such actual or prospective bidder.
    - (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.
  - B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent

improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the construction manager. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;
- (3) A detailed statement of reasons for the protest;
- (4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
- (5) The action(s) the protestor desires the school district to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the school district.

- C. Authority to Resolve Protests. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a

Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protestor and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protestor may appeal to the Board, but the decision shall be final unless the interested party protestor files a timely appeal with the Board.

D. Board Appeal Procedures. Any interested party protestor, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The school district board of education shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.

6. A construction management at risk contract may be conditioned upon later refinements in scope and price and may permit the school district in agreement with the construction manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the request for proposals.

**Prohibitions.** The school district shall not use a construction management at risk contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

### **3043 Design-Build Contracts**

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

The board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

**Definitions.** For purposes of this policy:

1. Board means the District's Board of Education.
2. Department means the Nebraska Department of Education.
3. Design-Build Contract (DB Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the Nebraska Political Subdivisions Construction Alternatives Act (Act) and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.
4. Design-Builder means a legal entity which proposes to enter into a DB Contract which is subject to qualification-based selection pursuant to the Act.
5. District means \_\_\_\_\_ Public Schools.
6. NEARA means the Nebraska Engineers and Architects Regulation Act.
7. Performance-Criteria Developer (PCD) means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the NEARA who is selected by the District pursuant to this policy to assist the District in the development of Project Performance Criteria, Requests For Proposals, evaluation of Proposals, evaluation of construction under

a DB Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

8. Project Performance Criteria means the performance requirements of the project suitable to allow the Design-Builder to make a Proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm weather retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.
9. Proposal means an offer in response to a Request For Proposals ("RFP") by a Design-Builder to enter into a DB Contract for a project pursuant to the Act.
10. Act means the Nebraska Political Subdivisions Construction Alternatives Act.
11. Request for Proposals (RFP) means the documentation by which the District solicits Proposals.
12. Superintendent means the District's Superintendent of Schools.

**Procedures.** The District shall follow the procedures below in connection with any DB Contract.

**1. Rules and Procedures for Selecting and Hiring a PCD for a Specific Project.**

A. The District shall encourage eligible persons or organizations who desire to provide services to the District as a PCD to submit a statement of qualifications and performance data to the District. At least thirty days prior to selecting and hiring a PCD, the District shall publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:

- (1) A general description of the Design-Build project;

- (2) Directions regarding how interested persons or organizations can apply for consideration by the District;
  - (3) The date by which persons or organizations must submit their applications; and
  - (4) A statement that any person or organization applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.
- B. To apply to be the District's PCD, applicants must submit a current statement of qualifications and performance data to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.
- C. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it strictly in accordance with its terms capabilities to perform.
- D. The Board shall evaluate each qualified applicant's current statement of qualifications and performance data. The Board shall conduct discussions with, and may require public presentations by no less than three applicants regarding their qualifications, approach to the project, ability to furnish the required service, and other factors identified above.
- E. The Board shall select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors outlined above.

- F. The Board shall negotiate a contract with the most qualified applicant for compensation which the Board determines is fair and reasonable. In making this determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.
- G. If the Board is unable to negotiate a satisfactory contract with the applicant considered to be the most qualified at a price the Board determines to be fair and reasonable, it shall terminate negotiations with that applicant. The Board may then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified applicant, it shall terminate negotiations with that applicant. The Board shall then undertake negotiations with the third most qualified applicant.
- H. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, it shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.
- I. The Board may designate a committee to carry out any or all of the Board's duties under the PCD selection section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

- J. The public shall not be excluded from the meetings or proceedings under this section of this policy in accordance with the Open Meetings Act.
- K. The contract between the District and the PCD shall contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.
- L. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as a PCD.
- M. A PCD may not be employed by or may not have a financial or other interest in a Design-Builder that will submit a Proposal.

**2. Procedures and standards to be used to prequalify Design-Builders.**

- A. The District, with the help of the PCD, shall prepare a request for letters of interest. The request for letters of interest shall:
  - (1) Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest;
  - (2) Be published in a newspaper of general circulation within the District at least 30 days prior to the deadline for receiving letters of interest; and
  - (3) Be sent by first-class mail to any Design-Builder upon request.
- B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-Builders based on the information submitted to the District in response to the request for letters of interest.

- C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.
- D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it strictly in accordance with its terms capabilities to perform.

**3. Procedures for the preparation and content of RFPs.**

- A. The District, with the help of the PCD, shall prepare the RFP, which shall contain:
  - (1) The identity of the school district for which the project will be built and will execute the Design-Build Contract;
  - (2) A copy of this Design-Build Contract Policy and all other policies adopted by the District relating to the DB Contract;
  - (3) The proposed terms and conditions of the DB Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
  - (4) A project statement which contains information about the scope and nature of the project;
  - (5) Project Performance Criteria;
  - (6) Budget parameters for the project;

- (7) Any bonds or insurance required by law or as may be additionally required by the District;
- (8) The criteria for evaluation of Proposals and the relative weight of each criterion;
- (9) A requirement that the Design-Builder provide a written statement of its proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;
- (10) A requirement that the Design-Builder agree to the following conditions:
  - (i) An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
  - (ii) At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;
  - (iii) The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;
  - (iv) A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will: (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and
  - (v) The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the Act; and
- (11) Other information the District chooses to require.

- B. At least 30 days prior to the deadline for receiving and opening Proposals, the notice of the RFP shall be:
  - (1) Published in a newspaper of general circulation within the District;
  - (2) Filed with the Department; and
  - (3) Sent by first-class mail to the prequalified Design-Builders only.

**4. Procedures for preparing and submitting Proposals.**

- A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.
- B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.
- C. Proposals may be withdrawn at any time prior to acceptance.
- D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

**5. Procedures for evaluating Proposals.**

- A. The District may only proceed to negotiate and enter into a DB Contract if there are at least two proposals from prequalified Design-Builders.
- B. The District shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the District. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a design-builder under the Act, and (5) a resident of the District other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a design-builder who has a proposal being evaluated and shall not be employed by the District or the school's architect or engineer.

- C. The selection committee and the District shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:
- (1) The financial resources of the design-builder to complete the project **(up to ten percent)**;
  - (2) The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
  - (3) The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
  - (4) The quality of performance on previous projects **(up to thirty percent)**;
  - (5) The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
  - (6) The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
  - (7) Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

**NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the Design-Build method for a specific project, or at a later time but before the RFP is published and sent out.**

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

- D. The District shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for

proposals and taking into consideration the recommendation of the selection committee.

**6. Procedures for Negotiations between the District and Design-Builders Submitting Proposals Prior to the District's Acceptance of a Proposal.**

- A. The District may attempt to negotiate a DB Contract with the highest ranked Design-Builder selected by the Board and may enter into a DB Contract after negotiations.
- B. The negotiations shall include a final determination of the manner by which the design-builder selects a subcontractor.
- C. If the District is unable to negotiate a satisfactory DB Contract with the highest ranked Design-Builder, it may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a DB Contract with that Design-Builder after negotiations.
- D. If the District is unable to negotiate a satisfactory DB Contract with the second highest ranked Design-Builder, it may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a DB Contract with that Design-Builder after negotiations.
- E. If the District is unable to negotiate a satisfactory DB Contract with any of the ranked Design-Builders, it may either revise the RFP and solicit new Proposals or cancel the design-build process.
- F. If the District is able to negotiate a satisfactory contract with a design-builder, the District shall file a copy of all design-build contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the design-builder shall file a copy of all contract modifications and change orders with the State Department of Education.

**7. Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of DB Contracts.**

- A. Definitions.
  - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the District to another party

or by the failure of the District to award a contract to such actual or prospective bidder.

- (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.

B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the design-builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;
- (3) A detailed statement of reasons for the protest;
- (4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
- (5) The action(s) the protestor desires the school district to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

- C. Authority to Resolve Protests. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.
- D. Board Appeal Procedures. Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The school district board of education shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.

**8. Refinements and Changes.** A DB Contract may be conditioned upon later refinements in scope and price and may permit the District, in agreement with the Design-Builder, to make changes in the project without invalidating the DB Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

**9. Projects Excluded.** The District shall not use a design-build contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 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~~for authorized 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, subject 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: \_\_\_\_\_

## 6036

### Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

**Effective Reading Teachers.** It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

**Reading Assessment.** ~~Beginning in 2019-20,~~ The school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment for kindergarten students must occur within the first ~~30~~ 45 calendar days of the school year that school is in session of each school year. For all other grades, the first assessment must occur within the first 30 calendar days that school in in session of each school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

**Deficiency Identification.** Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the

threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

**Supplemental Reading Intervention Program.** The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must be:

- ~~Be p~~rovided to any student identified as having a reading deficiency;
- ~~Be i~~implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- ~~Make—Made~~ available as a summer reading program between each summer for any student who has been enrolled in grade one, grade two, or grade three or in a higher grade and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or ~~may be~~ offered online.

The supplemental reading intervention program may also include:

- Reading intervention ~~techniques that are based on scientific research and best practices~~ that are evidence-based;
- Diagnostic assessments to identify specific skill-based strengths and weaknesses a student may have;
- ~~Frequent~~ frequently monitoring of student progress throughout the school year ~~and adjust~~ with instruction adjusted accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
  - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
  - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
  - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;

- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

**Parent/Guardian Notification.** The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

**Reading Improvement Plan.** Any student who is identified as having a reading deficiency will receive an individualized reading improvement plan, that shall include a supplemental reading intervention program, no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

**Reading Progress.** Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **3001 Budget and Property Tax Request**

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

### **BUDGET PROCEDURES**

**Proposed Budget.** The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes, and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

**Budget Hearing Notice.** Notice of place and time of the hearing, together with a summary of the proposed budget statement, must be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the school district. The four calendar days shall include the day of publication but not the day of hearing. The notice shall include the following statement:

For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: [www.wakefieldschools.org](http://www.wakefieldschools.org)

In addition, the district must electronically publish this statement on the school district web site. Such electronic publication must be prominently displayed with an active link to the Internet address for the web site established by the Nebraska Budget Act to allow the public access to the information.

**Budget Hearing.** The board must conduct a hearing prior to adopting the budget. The hearing must be held separately from any regularly scheduled meeting and may not be limited by time. The board must make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the board at the hearing and must be given a reasonable amount of time to do so. Five minutes shall generally be considered a reasonable amount of time.

**Budget Hearing Documents.** The board must make at least three copies of the proposed budget statement and at least one copy of all other reproducible written material to be discussed at the hearing available to the public at the hearing.

**Budget Adoption.** After the budget hearing, the proposed budget statement shall be adopted or amended and adopted as amended. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of the changes (including the items changed and the reasons for such changes) must be published in a newspaper of general circulation within the school district within twenty calendar days after its adoption without further hearing.

**Certification and Filing.** The amount to be received from personal and real property taxation shall be certified to the appropriate levying board as provided by law. The budget shall also be filed with the state auditor.

**Purchase Authorization.** Except for bids required under the section "Bid Letting and Contracts," the board's adoption of the budget shall authorize the purchases without further board action.

**Monthly Report.** At each monthly board meeting, the superintendent will provide a report on the current status of the major sections of the budget.

### **PROPERTY TAX REQUEST PROCEDURES**

**Property Tax Request Hearing.** The board must hold a special public hearing called for the purpose of passing a property tax request resolution.

**Property Tax Request Hearing Notice.** The district must publish a hearing notice in a newspaper of general circulation in the school district at least four calendar days prior to the hearing. The four calendar days shall include the day of publication but not the day of hearing. The hearing notice must contain the following information: The certified taxable valuation under section 13-509 for the prior year, the certified taxable valuation under section 13-509 for the current year, and the percentage increase or decrease in such valuations from the prior year to the current year; the dollar amount of the prior year's tax request and the property tax rate that was necessary to fund that tax request; the property tax rate that would be necessary to fund last year's tax request if applied to the current year's valuation; the proposed dollar amount of the tax request for the current year and the property tax rate that will be necessary to fund that tax request; the percentage increase or decrease in the property tax rate from the prior year to the current year; and the

percentage increase or decrease in the total operating budget from the prior year to the current year.

**Increase in Total Property Taxes Levied.** If the annual assessment of property would result in an increase in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be decreased accordingly when such rate is set by the county board of equalization. If the board wishes to set its property tax request at an amount that exceeds its property tax request in the prior year, it may do so after holding the public hearing required above and by passing a resolution as provided below.

**Decrease or No Change in Total Property Taxes Levied.** If the annual assessment of property would result in no change or a decrease in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be adjusted accordingly when such rate is set by the county board of equalization.

**Resolution.** The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request shall include, but not be limited to, the information required by section 77-1601.02(4).

**Certification.** The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 13th of the year for which the tax request is to apply.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3001**  
**Budget and Property Tax Request**

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

**BUDGET PROCEDURES**

**Proposed Budget.** The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes, and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

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For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: [Insert Internet address for the web site established pursuant to Laws 2021, LB528, section 5].

In addition, the district must electronically publish this statement on the school district web site. Such electronic publication must be prominently displayed with an active link to the Internet address for the web site established by the Nebraska Budget Act to allow the public access to the information.

**Budget Hearing.** The board must conduct a hearing prior to adopting the budget. The hearing must be held separately from any regularly scheduled meeting and may not be limited by time. The board must make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the board at the hearing and must be given a reasonable amount of time to do so. Five minutes shall generally be considered a reasonable amount

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the property tax rate from the prior year to the current year; and the percentage increase or decrease in the total operating budget from the prior year to the current year.

**Increase in Total Property Taxes Levied.** If the annual assessment of property would result in an increase in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be decreased accordingly when such rate is set by the county board of equalization. If the board wishes to set its property tax request at an amount that exceeds its property tax request in the prior year, it may do so after holding the public hearing required above and by passing a resolution as provided below.

**Decrease or No Change in Total Property Taxes Levied.** If the annual assessment of property would result in no change or a decrease in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be adjusted accordingly when such rate is set by the county board of equalization.

**Resolution.** The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request shall include, but not be limited to, the information required by section 77-1601.02(4).

**Certification.** The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 13th of the year for which the tax request is to apply.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## **6027 Field Trips**

The board encourages instructional staff to incorporate field trips into the curriculum. 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 **and the superintendent of schools**. ~~Out-of-state and 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 term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.

### **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.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

BE IT RESOLVED BY THE BOARD OF EDUCATION OF SCHOOL DISTRICT 90-0560 IN THE STATE OF NEBRASKA AS FOLLOWS:

Section 1. The Board of Education (the "Board") hereby makes the following findings and determinations:

(a) Parents and guardians are the primary educators of their own children, especially in matters of faith and morals, including sex education; and

(b) The school district is to support and assist the education of children, not to replace the parent or guardian; and

(c) The Nebraska Department of Education has proposed Health Education Standards which could infringe on parent's and guardian's role as primary educators of their own children; and

(d) Parents and guardians in this district have voiced their concerns over some of the proposed Standards, making it clear that they do not intend to relinquish their role as primary educators of their own children; and

(e) Parents and guardians who support some or all of the proposed Health Education Standards have every right and every opportunity to avail themselves of any and all educational material necessary to educate their own children in a manner consistent with the proposed Health Education Standards from the Nebraska Department of Education, and their right and ability to do so is not adversely affected by this District's decision to decline the adoption of the proposed Health Education Standards.

Section 2. The Board hereby directs and determines that the District will not adopt or utilize the Health Education Standards proposed by the Nebraska Department of Education. The District will make its own determinations regarding the content of its health education curriculum.

Section 3. At such time as the Nebraska Department of Education removes all content which promotes ideological positions on human sexuality, the District will consider the adoption of new Health Education Standards.

RESOLVED on this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_ (option of including all members  
signatures)  
President

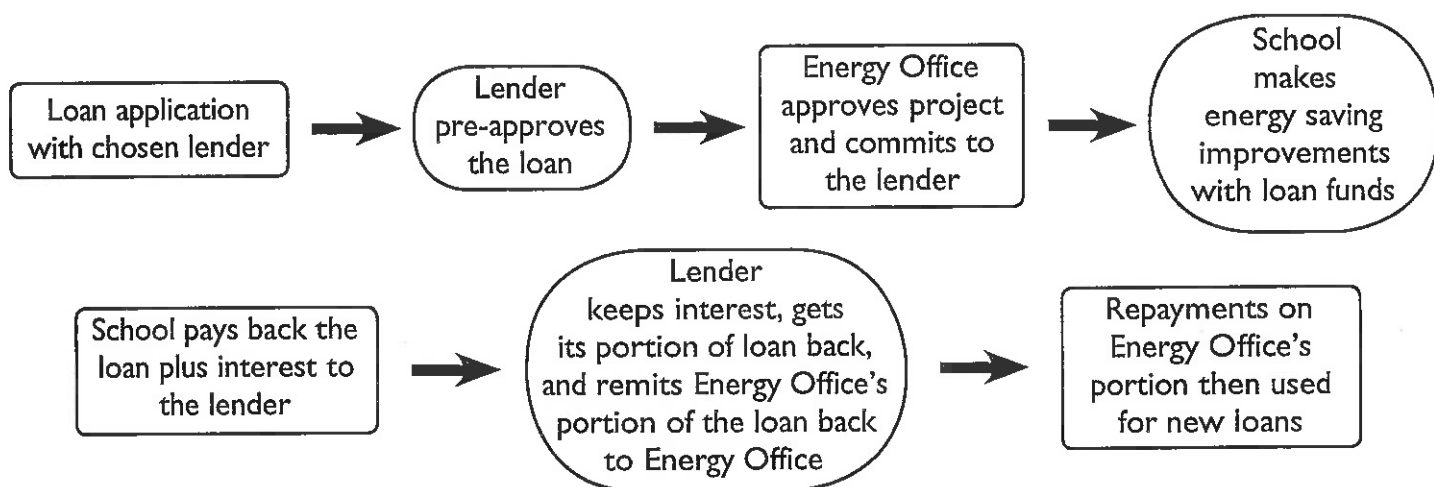
# Nebraska Energy Office Dollar and Energy Saving Loans

## Benchmarking & Energy Audit Program Participants are Eligible for 1.0% Loans

*How your school can access 1.0% rate loans for energy efficiency projects:*

- Work with lender of your choice – 290 eligible lenders across Nebraska. Check if a lender is eligible here: (Note: some lenders may no longer offer loans) <https://neo-lendersearch.ne.gov/NEOLenderSearch/faces/welcome.jsp>.
- Typical rate for schools is 5% to 3.5% for up to \$500,000\*
- To qualify for the 1.0% rate, schools must continue to benchmark buildings in the ENERGY STAR® Portfolio Manager program
- Energy Office purchases 50% of a 5% rate loan, 65% of a 3.5% rate loan and 90% of a 1.0% rate loan from your lender at no interest to facilitate the lower rate for the school
- Energy efficiency measures in your building audit with a 15 year simple payback or less are eligible for loan funding. Other projects that are considered pre-qualified include: a/c, furnace/heat pumps, insulation, lighting, and windows. For a detailed list, visit: <http://www.neo.ne.gov/loan/index.html>
- Improvements may NOT be contracted for or begun until Energy Office has approved the project and made a commitment to your lender

\* Projects larger than \$500,000 are subject to special approval.



For more information about possible projects and necessary forms visit [www.neo.ne.gov/loan/index.html](http://www.neo.ne.gov/loan/index.html) and look through the Dollar and Energy Saving Loans section.

Contacts: Bruce Hauschild, P.E., Energy Technical Advisor, 402-471-335, [bruce.hauschild@nebraska.gov](mailto:bruce.hauschild@nebraska.gov)  
Aaron Miller, Energy Program Administrator, 402-471-3359, [aaron.miller@nebraska.gov](mailto:aaron.miller@nebraska.gov)

# PROPOSAL OF WORK

## Blue Skies Construction

7750 Lowell Ave

LINCOLN, NE.  
Cell 402-310-3483

68506

TO: Matt Farup, Superintendent Wakefield Public Schools

We hereby submit specifications and estimates for installing the EPDM Recoat System, the Metal Restoration System, and the Spray Polyurethane Foam (SPF) System as manufactured by the Conklin Co. Inc. of Shakopee, MN. The EPDM roof area of this building measures 81,425 Sq. ft. The metal roof area measures 14,856 Sq. ft (includes a 20% corrugation factor) and the ballasted EPDM roof (requiring the SPF system) measures up at 4963 Sq. ft.

EPDM re-coat process (81,425 square feet)

1) Properly prepare the EPDM surface by power washing to remove all dirt and debris.

**Note: The owner shall provide access to and an adequate water supply. There may be water drift due to wind at this time. It will be the owner's responsibility to move any vehicles to prevent water spotting.**

2) Low spots that are currently ponding water will have the surface cut and built up to eliminate the pond. Slope to the nearest drain will be maintained. If not possible, polyurethane spray foam will be used to fill in the ponding area. This use of foam would be in addition to the price quoted below.

3) Spray apply Conklin's Tack Cote primer to the EPDM surface.

4) Treat all seams and roof protrusions with Conklin's Rapid Roof III base coat and Spunflex fabric

5) Detail all rooftop AC units (each one is different, some need new blocking. Additional charges will apply)

6) After adequate curing time apply Rapid Roof III Top Coat at a rate of 1.9 gallons per 100 sq. ft. over the total roof area.

**NOTE: The owner shall be responsible to move any vehicles that are down wind of the spraying operation to prevent overspray from the roof coatings.**

The MR process (14,856 square feet)

1) Properly prepare the metal roof surface by power washing to remove all dirt and debris. This will require the use of Conklin Rust Off product to treat the rusty metal surface. **Note: The owner shall provide access to and an adequate water supply.**

**There may be water drift due to wind at this time. It will be the owner's responsibility to move any vehicles to prevent water spotting.**

- 2) Spray apply Conklin's primer Encase to the surface.
- 3) Brush apply Conklin's Kwik Kaulk product to treat all bolt heads.
- 4) Treat all seams and roof protrusions with Conklin's Kwik Kaulk Seam grade sprayable caulking
- 5) After adequate curing time apply Rapid Roof III Top Coat at a rate of 1.9 gallons per 100 sq. ft. over the total roof area.

#### SPF Process

- 1) Remove rock used as ballast from the roof surface
- 2) Remove the EPDM rubber from the roof
- 3) Install the 1 1/2" iso board (4X8 sheets) and mechanically fasten to the roof deck
- 4) Spray an additional approximately 1 1/2" of polyurethane spray foam to the iso board
- 5) Spray apply Conklin's Rapid Roof III base coat to the new SPF
- 6) After adequate curing of the base coat, spray apply the Rapid Roof III top coat.

All three roof systems shall exhibit a brilliant white, highly reflective, elastic appearance that is energy efficient.

Warranty: This system carries a 10-year coating manufacture warranty and a 5-year contractor's labor warranty on all of the processes outlined above.

We hereby propose to furnish all materials complete in accordance with the above specifications for the sum of: \$328,540

#### Potential extras:

- 1 - the use of polyurethane spray foam to eliminate areas of ponding water on EPDM surface
- 2 - new blocking or additional detail work at rooftop units or PVC drain extensions
- 3 - installation of new blocking for any gas piping

With payment to be made as follows: 50% due upon acceptance of the proposal. 20% due at the completion of the power washing phase. Balance due at completion. If a phased completion is necessary, and full completion is moved to 2022, an additional payment may be agreed upon by both parties. Interest of 1.5% per month and a \$50.00 late penalty will be added to accounts not paid within 30 days of completion.

#### Additional disclosures:

The delivery of most of the materials is significantly delayed from the order date by 7-8 weeks. This is due in part to the lingering effects of the COVID pandemic and material shortages beyond the control of Blue Skies Construction or Conklin. Due to the size of this project, it is possible, and in fact quite likely that portions of this project will be delayed into the spring and summer of 2022 for completion. Every effort will be made by Blue Skies Construction to complete the project in the most timely and efficient manner possible. All material will be ordered in advance for this project to avoid price increases,

but roofs may be completed in phases. Delays due to material shortages, weather or other manner out of our control will be discussed and agreed upon by Blue Skies Construction and Matt Farup in advance of any necessary decision.

This contract will be void if not accepted within 7 days. We may resubmit this contract after that date.

Date: July 7, 2021

Authorized Signature: \_\_\_\_\_

\_\_\_\_\_

Bill Lahman, Owner

**Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted by \_\_\_\_\_

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

Title \_\_\_\_\_



# Yearly Budget Summary

Client: Wakefield Community School

| Facility *                 | Asset * | Recommendation | Cost                | Expected Life |
|----------------------------|---------|----------------|---------------------|---------------|
| <b>Year: 2019</b>          |         |                |                     |               |
| Wakefield Community School | Area 1  | Repair         | \$400.00            | 7 Year(s)     |
| Wakefield Community School | Area 5  | Repair         | \$500.00            | 9 Year(s)     |
| <b>Total for 2019:</b>     |         |                | <b>\$900.00</b>     |               |
| <b>Year: 2021</b>          |         |                |                     |               |
| Wakefield Community School | Area 3  | Replace        | \$130,000.00        | 2 Year(s)     |
| <b>Total for 2021:</b>     |         |                | <b>\$130,000.00</b> |               |
| <b>Year: 2022</b>          |         |                |                     |               |
| Wakefield Community School | Area 2  | Restore        | \$120,000.00        | 9 Year(s)     |
| <b>Total for 2022:</b>     |         |                | <b>\$120,000.00</b> |               |
| <b>Year: 2023</b>          |         |                |                     |               |
| Wakefield Community School | Area 1  | Restore        | \$315,000.00        | 10 Year(s)    |
| <b>Total for 2023:</b>     |         |                | <b>\$315,000.00</b> |               |



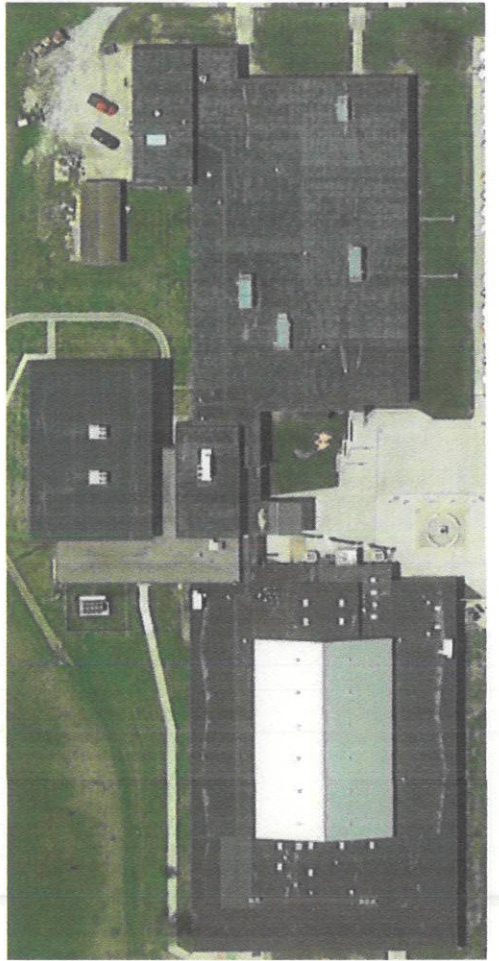


# Executive Summary

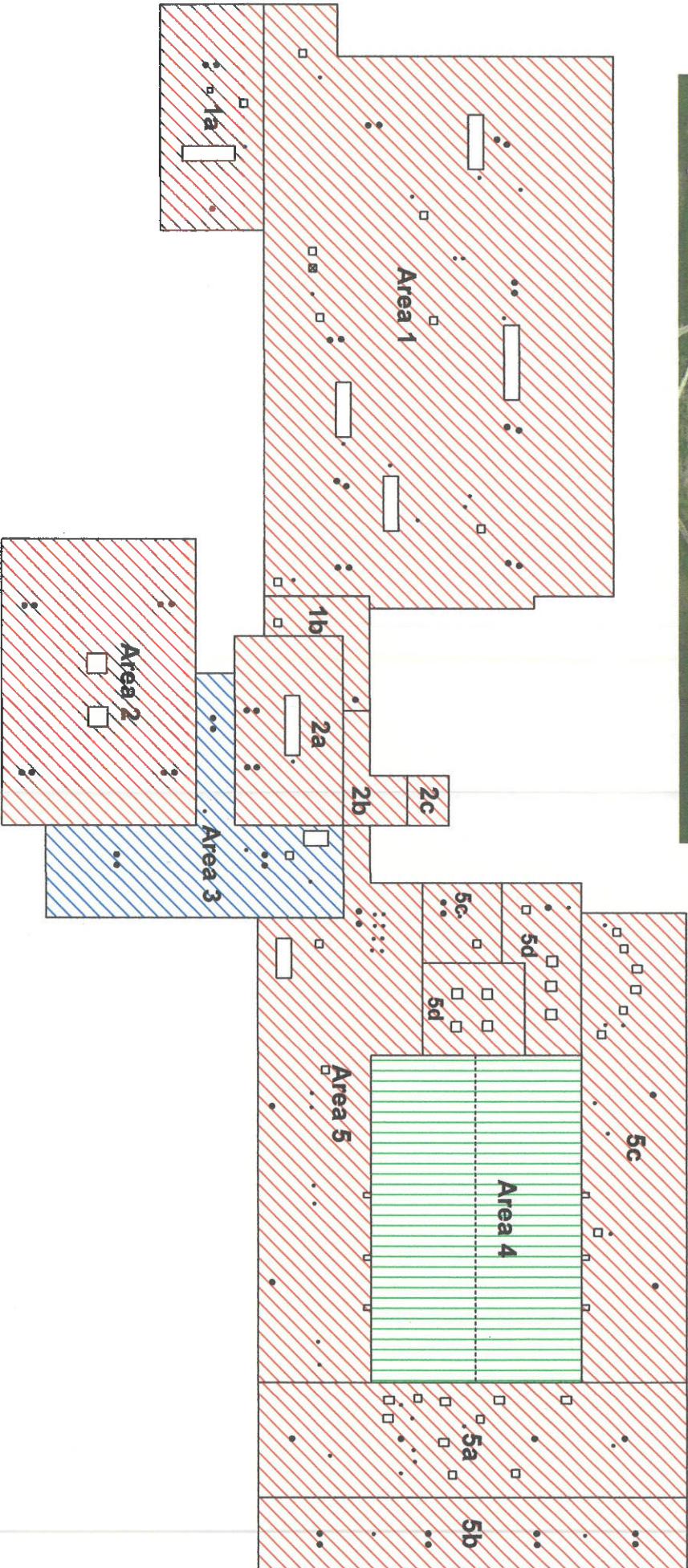
Client: Wakefield Community School

| Facility *                               | Asset Type * | Asset * | System Type         | Age(years) | Square Footage | Leakage | Rating | Recommendation | Action Year |
|--|--------------|---------|---------------------|------------|----------------|---------|--------|----------------|-------------|
| Wakefield Community School               | Roof Section | Area 1  | EPDM: Fully Adhered | 13         | 36,180         | No      | Fair   | Restore        | 2023        |
|  | Roof Section | Area 2  | EPDM: Fully Adhered | 16         | 13,575         | No      | Fair   | Restore        | 2022        |
|  | Roof Section | Area 3  | EPDM: Ballasted     | 16         | 5,453          | No      | Poor   | Replace        | 2021        |
|  | Roof Section | Area 4  | Metal               | 20         | 11,004         |         |        | N/A            | N/A         |
|  | Roof Section | Area 5  | EPDM: Fully Adhered | 13         | 35,555         | Yes     | Fair   | Repair         | 2019        |
| <b>Wakefield Community School Total:</b> |              |         |                     |            | <b>101,767</b> |         |        |                |             |
| <b>Client Total:</b>                     |              |         |                     |            | <b>101,767</b> |         |        |                |             |





Wakefield Community School





# Heartland Scenic Studio, Inc.

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|                               |   |
|-------------------------------|---|
| Send to:<br>Wakefield Schools | From: Jerry Onik, V.P. Theatrical Supplies<br>and Equipment |
| Attention: Donna J.           | Date: 4/23/2021   |
| Phone Number:                 | Extension Number: 139                                       |
| Fax Number:                   | E-mail address: jonik@heartlandscenic.com                   |

## Wakefield PS

After visiting the School on April 19, 2021 the following lighting recommendations are being made to illuminate the space. It was discussed that the stage would be used from the Gym side only, and only ½ way back on the stage. Curtains and tracks are by others.

### 1) Lighting positions:

At the first roof truss off of center 1 truss on each side, a 21' 1-1/2" Sch. 40 steel pipe should be installed suspended from the overhead trussing on no more than 10' centers. These should be installed using welded loop chain..

The pipes and the chain can be supplied directly by the school through a local supplier. 4 Pipe brackets will be provided for the end connection points of these pipes, they will be included in the fixture package.

### 2) Theatrical Lighting Fixtures:

5 – Blizzard LB Quad PAR RGBA LED fixtures with clamp, safety cable, Powercon to Edison feed cord Stage Downlight.

10 – ETC Source Four Quartz Ellipsoidal Spotlights(5@26°, 5@36°) with c-clamp, color frame, safety cable, HPL 575/120Xlamp and Edison connector installed.

2 – Lycian Followspots model 1239 with stands

4 – Batten pipe clamps for FOH battens

Fixtures are received, assembled and installed by the schools installation crew.

The cost for the above, shipped to site is \$ 10,055.00

3) Dimming and Control:

As to dimming I would recommend using some Johnson System 24 circuit dimmer packs, to start off with 1 rack and if required in the future to add one more rack should you need to expand further.

- 1 – Johnson Systems Icon Dimmer rack with 24 – 13A dimmers
- 3 – Show Baby DMX transmitters/receivers with 5' DMX Cable
- 1 - DMX Input Jack
- 1 – ETC Colorsourc 40 Console with 5' DMX
- Lot – Phone support for the electrical contractor.

The cost for the above, shipped to site is \$ 8,436.00

An electrical contractor shall:

- Install the dimmer rack and provide with a proper feed from the panel located on the stage.
- Install the DMX Jack near and into the dimmer rack.
- Intercept the current over Gym circuits and add additional as required then land them in the dimmer panel, each over Gym batten should have 8 total circuits, and the first stage electric should have 2 circuits, 2 circuits should be at the floor level near the dimmer panel and there will be 4 spares for future expansion.

6 NOW  
-2 MORE

- 4) All of these materials will be installed by Staff and students from Wayne State college, phone support can be provided as needed.

Thanks for having me out,

Jerry Onik