

**Wakefield Community School  
Board of Education Regular Meeting  
Monday, July 11, 2022 5:30 PM**

**Posted Locations:**

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

**Posted Date: 07/07/2022**

The Board of Education Regular Meeting convened in open and public session on Monday, July 11, 2022 at 5:30 PM in the Board of Education Room at the Room 115  
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:**

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

Opening Procedures

Call to Order

Open Meetings Act

Pledge of Allegiance

School District Mission Statement

Roll Call

Approval of Agenda

Motion to approve the agenda 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

Yea: 5, Nay: 0

Awards and Special Recognition

Recognition of Visitors/Communication from the Public

Presentation by Matt Fischer of First National Capital Markets

WEA

Reports

Administrators

Superintendent Report

Board Committee Reports

Board Policy

Building, Sites & Transportation

Business & Finance

American Civics, Curriculum & Technology

Negotiations & Public Relations

Strategic Planning

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: Abstain (With Conflict)

Sherri  
Lundahl: Yea

Yea: 4, Nay: 0, Abstain (With Conflict): 1

Minutes of the previous meeting

Financial Reports

Hold for discussion and take appropriate action on an administrative recommendation to approve an initial certified employment contract for Troy Holmberg - 7-12 Science

Hold for discussion and take appropriate action on an administrative recommendation to approve the resignation of Troy Holmberg, 7-12 Science, at the end of the 2022-2023 school year.

Move to approve initial certified employment contract for Troy Holmberg 7-12 Science for the 2022-2023 school year. 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

Yea: 5, Nay: 0

Move to approve the resignation of Troy Holmberg effective at the end of his 2022-2023 teaching contract. 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

Yea: 5, Nay: 0

Hold for discussion and take appropriate action on a recommendation by the administration to approve a one-year contract between Wakefield Community Schools and Imagine Learning for online Spanish Language instruction for the high school.

I move that the Board approve the contract between Wakefield Community Schools and Imagine Learning for online Spanish instruction for \$10,075 Passed with a motion by Sherri Lundahl and a second by Emily Godinez.

Bree Brown: Yea

Emily Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri Lundahl: Yea

Yea: 5, Nay: 0

Hold for discussion and possible action milk bids for the school year 2022-2023

Move to accept the dairy product bid from Hiland Dairy for 2022-2023 Passed with a motion by Jeffrey Keagle and a second by Jim Litchfield.

Bree Brown: Yea

Emily Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri Lundahl: Yea

Yea: 5, Nay: 0

Discuss and take appropriate action to approve the 2022-2023 Parent-Student Handbook.

Move to approve the 2022-2023 Parent-Student Handbook and revisions as presented 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

Yea: 5, Nay: 0

Review, discuss and take appropriate action to approve the 2022-2023 Staff Handbook.

Move to approve the 2022-2023 Staff Handbook and revisions as presented Passed with a motion by Jeffrey Keagle and a second by Jim Litchfield.

Bree Brown: Yea

Emily Godinez: Yea

Jeffrey Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Yea: 5, Nay: 0

Hold for discussion and possible action an administrative recommendation regarding setting the price of meals for the 2022-2023 school lunch program.

Move that the prices for breakfast, lunch and seconds each increase \$0.25 for 2022-2023, and the adult rates be set at an amount not to exceed the minimum amount established by the state of Nebraska 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

Yea: 5, Nay: 0

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 the school year 2022-2023 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

Yea: 5, 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 2022-2023 school year 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

Yea: 5, Nay: 0

Discuss and take appropriate action on the appointment of Mrs. Becky Gothier as the Recording Secretary/Board Treasurer for 2022-2023 school year

Move to approve the appointment of Becky Gothier as the Recording Secretary/Board Treasurer for 2022-2023 school year 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

Yea: 5, 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 Education policy, offerings, and programs as presented. 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

Yea: 5, 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 Jeffrey Keagle and a second by Emily Godinez.

Bree Brown: Yea

Emily  
Godinez: Yea

Jeffrey  
Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Yea: 5, Nay: 0

Hold for discussion at take appropriate action on the request to approve a bid for new furniture for the Superintendent's office.

Move to approve a bid for new furniture for the Superintendent's office for \$6,896 Passed with a motion by Emily Godinez and a second by Sherri Lundahl.

Bree Brown: Yea

Emily  
Godinez: Yea

Jeffrey  
Keagle: Yea

Jim Litchfield: Yea

Sherri  
Lundahl: Yea

Yea: 5, Nay: 0

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

Move to approve Board Policy 6027 as presented 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

Yea: 5, Nay: 0

Hold for discussion and take appropriate action on a recommendation by the Superintendent to approve a Services Agreement between Wakefield Community Schools and PowerSchool Group for online registration and form collection.

I move that the Board approve the Service Agreement between Wakefield Community Schools and PowerSchool Group in the first year amount of \$14,925 and following two years of \$6,575 and authorize the Superintendent to execute the agreement on behalf of the school district. 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

Yea: 5, Nay: 0

Review and discuss Superintendent Evaluation.

Upcoming Dates and Times

Set the date and time for the next regular meeting

Adjournment

Motion to adjourn the at 8:38pm 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

Yea: 5, Nay: 0

Board of Education.

Thank you so much for the great retirement party / gift. I appreciate you all for taking the time to help me celebrate. I am truly grateful that I got to be a part of the Wakefield Community School for many years.

Thank you again for your time and all that you have done for our school.

Dawn

Tender Thoughts<sup>®</sup>  
by american greetings 

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thanks





Wakefield Community School  
Home of the Trojans

WAKEFIELD COMMUNITY SCHOOL DISTRICT

Board Presentation

June 13, 2022

## Wakefield Financial Profile

- ❖ General Fund
  - Receipts
  - Expenses
  - Necessary Cash Reserve
- ❖ Depreciation Fund
- ❖ Special Building Fund
- ❖ Capital Replacement Schedule

Where Does the Money Come From?

## Receipts

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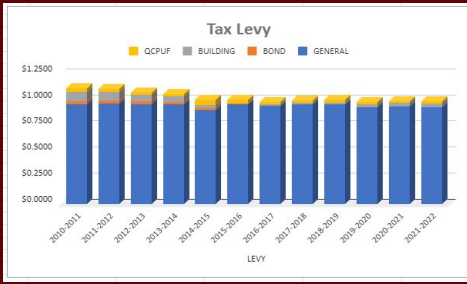
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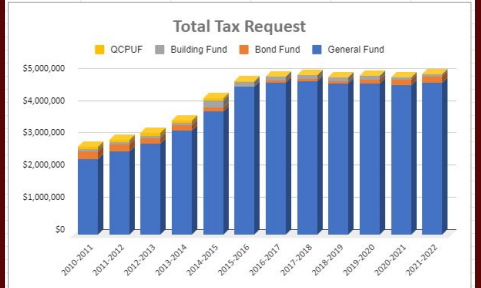
Valuations more than doubled from 2010-11 to 2016-17. Since then the district valuation has remained relatively the same, around \$500,000,000.



As district valuations climbed the district was able to lower the total levy from a high of almost \$1.11 to a levy around \$.98. Total levy has been at that level for the past 3 years.



Property taxes requested to operate the district have remained nearly the same during the past 6 years. Around \$4.7 M for the General Fund.




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## HISTORICAL TAXES COLLECTED

This chart illustrates the General fund taxes that have been received during the past eleven fiscal years. Collections have averaged right at 94%.

	2010-2011	2011-2012	2012-2013	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Received	\$2,214,474	\$2,517,895	\$2,606,533	\$2,958,972	\$3,616,484	\$4,283,657	\$4,746,532	\$4,222,561	\$4,468,499	\$4,076,345	\$4,581,430
Request	\$2,360,041	\$2,588,703	\$2,820,483	\$3,229,818	\$3,833,721	\$4,593,168	\$4,725,233	\$4,766,243	\$4,692,978	\$4,697,324	\$4,653,880
% Received	93.82%	97.20%	92.42%	91.63%	94.33%	93.26%	100.60%	88.59%	95.22%	86.79%	98.44%
											Average 93.86%

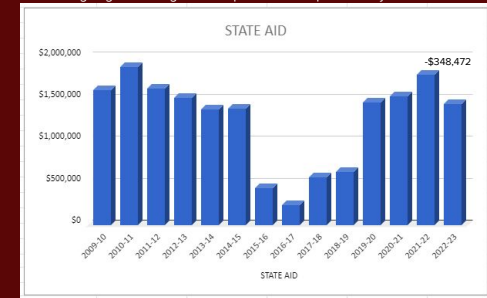
## REVENUE BY CATEGORY

Like most districts, the majority of the funding for the Wakefield district comes from local property taxes. This chart illustrates other funding sources which provide revenue to operate the district.

	PERCENT OF TOTAL RECEIPTS											
	2010-2011	2011-2012	2012-2013	2013-2014	2014-2016	2016-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-21	2021-22
Taxes	41.80%	49.00%	49.07%	55.05%	56.50%	71.62%	78.96%	69.24%	70.33%	59.32%	58.07%	56.31%
Total Local	44.00%	51.75%	51.79%	57.96%	62.17%	74.57%	79.70%	72.31%	73.42%	62.21%	61.52%	58.86%
State	37.80%	40.69%	38.69%	36.13%	20.48%	20.07%	15.76%	22.30%	21.83%	34.75%	35.61%	34.34%
Federal	15.91%	7.27%	8.87%	5.07%	4.90%	4.77%	4.00%	5.11%	3.99%	2.63%	4.99%	6.46%
Other	0.38%	0.30%	0.48%	0.25%	0.40%	0.59%	0.54%	0.42%	0.77%	0.21%	0.20%	0.32%

## STATE AID

State Aid dropped significantly from 2010-2011 to 2016-17. Since 2016-17 dollars from the state grew back to nearly the 2010-11 level. For 2022-23 there is going to be a significant dip in the funds provided by the state.



### State Aid Calculation

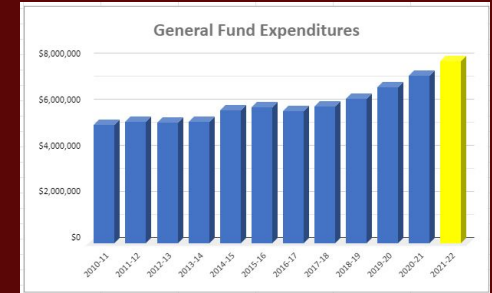
	2021-22	2022-23	Difference
Formula Students	507.37	497.89	-9.48
<b>Formula Needs</b>			
Basic Funding	\$6,506,196	\$6,378,583	-\$127,613
Poverty	\$260,100	\$287,070	\$26,970
LEP	\$233,750	\$243,839	\$10,089
SPED	\$360,611	\$383,343	\$22,732
Transportation	\$108,063	\$104,561	-\$3,502
Distance Ed	\$7,499	\$12,105	\$4,606
Stabilization		\$88,293	\$88,293
Total Needs	\$7,470,001	\$7,464,641	-\$5,360
<b>Formula Resources</b>			
Local Effort	\$4,941,440	\$5,125,102	\$183,662
Net Option	\$83,178	\$53,126	-\$30,052
Allocated Inc	\$36,620	\$36,498	-\$22
Other Receipts	\$740,450	\$899,553	\$159,103
Total Resources	\$5,801,688	\$6,114,279	\$312,591
Needs - Res	\$1,668,113	\$1,350,362	-\$317,751
<b>State Aid</b>			
Equilization Aid	\$1,668,113	\$1,350,362	-\$317,751
Net Option	\$83,178	\$53,126	-\$30,052
Allocated Inc	\$36,620	\$36,498	-\$22
Prior Yr Correct	-\$1,619	-\$1,966	-\$347
Total State Aid	\$1,786,492	\$1,438,020	-\$348,472

### Where Does the Money Go?

## Expenses

### Annual Expenses

For 2021-22 the expenses are projected to be around \$7.8 M. This would be an increase of about \$600,000 from 2020-21 expenses.




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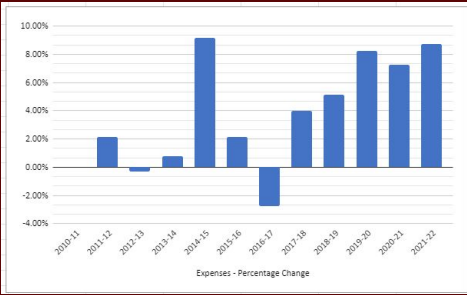
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## Annual Expenses

During the past several years the annual increase in general fund expenses has averaged close to 8 percent.



## Adjusted GFOE for State Aid Calculation

For 2020-21 Wakefield's General Fund Operating Expenses (GFOE) were \$823,799 less than the average for their comparison schools. This means Wakefield spent \$1,833 less per student than the average of the comparison school cost group.

NAME	Formula Students	Adjusted GFOE	Adjusted GFOE per Formula Student
PONCA PUBLIC SCHOOLS	432.42	\$5,768,406	\$13,340
CENTENNIAL PUBLIC SCHOOLS	433.71	\$7,244,767	\$16,704
FREEMAN PUBLIC SCHOOLS	434.20	\$5,272,822	\$12,144
CEDAR BLUFFS PUBLIC SCHOOLS	439.81	\$6,434,255	\$14,630
CENTURA PUBLIC SCHOOLS	442.57	\$6,407,910	\$14,479
ELMWOOD-MURDOCK PUBLIC SCHOOLS	456.50	\$5,494,643	\$12,037
WOOD RIVER RURAL SCHOOLS	467.00	\$7,272,060	\$15,572
BRIDGEPORT PUBLIC SCHOOLS	468.97	\$6,540,590	\$13,947
JOHNSON CO CENTRAL PUBLIC SCHS	485.05	\$6,458,303	\$13,315
MADISON PUBLIC SCHOOLS	490.75	\$6,007,884	\$12,242
<b>WAKEFIELD PUBLIC SCHOOLS</b>	<b>497.89</b>	<b>\$5,637,795</b>	<b>\$11,323</b>
TEKAMAH-HERMAN COMMUNITY SCHS	504.24	\$6,781,067	\$13,448
UMO N HO N NATION PUBLIC SCHS	504.90	\$5,420,653	\$10,749
HERSHEY PUBLIC SCHOOLS	509.80	\$7,139,495	\$14,004
YUTAN PUBLIC SCHOOLS	514.96	\$5,686,554	\$11,043
BATTLE CREEK PUBLIC SCHOOLS	516.56	\$6,069,752	\$11,750
ORD PUBLIC SCHOOLS	519.47	\$7,759,618	\$14,938
GORDON-RUSHVILLE PUBLIC SCHS	523.01	\$6,597,520	\$12,614
GIBBON PUBLIC SCHOOLS	531.78	\$6,005,118	\$11,293
LOGAN VIEW PUBLIC SCHOOLS	563.10	\$6,889,789	\$12,235
WINNEBAGO PUBLIC SCHOOLS	567.26	\$8,804,478	\$15,521
<b>Average</b>	<b>490.64</b>	<b>\$6,461,594</b>	<b>\$13,206</b>

## Comparison of Receipts and Expenses with Future Projections

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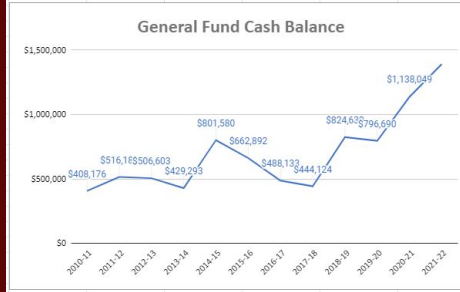
### Annual Expenses and Receipts

During this ten year time frame receipts for the district have outpaced expenses during most years. This has allowed the cash reserves in the general fund to grow.

	2011-2012	2012-2013	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
<b>Expenses</b>	\$5,250,249	\$5,234,514	\$5,274,598	\$5,767,871	\$5,882,210	\$5,718,669	\$5,945,945	\$6,261,493	\$6,764,676	\$7,254,883
Percent chg.	2.12%	-0.30%	0.77%	9.16%	2.16%	-2.78%	3.97%	5.14%	8.21%	7.24%
<b>Receipts</b>	\$5,132,018	\$6,311,385	\$5,376,445	\$6,078,193	\$5,744,631	\$5,956,320	\$6,098,065	\$6,363,792	\$6,872,319	\$7,768,848
Percent chg.	-3.01%	3.50%	1.21%	13.07%	-5.49%	3.67%	2.40%	4.19%	8.16%	13.05%
<b>Difference</b>	-\$118,231	\$76,871	-\$100,947	-\$320,522	-\$137,579	\$236,651	-\$152,120	-\$102,299	-\$107,644	-\$514,165

### Cash Reserve

The recommended cash reserve is at least the equivalence of three months of expenses. For Wakefield this would be \$1.8 - 2.0 million.



### Levy Setting

One of the challenges ahead for the district will be determining where the funds to operate the district will come from. Here is a historical review of levies and a look ahead if levies remain near the current level.

Historical Levies and Projections							
YEAR	VALUATIONS	GENERAL	BOND	BUILDING	QCPUF	TOTAL	Gen & Bid
2010-2011	\$247,068,059	\$0.9553	\$0.0303	\$0.0947	\$0.0286	\$1.1089	\$1.0142
2011-2012	\$268,037,004	\$0.9658	\$0.0289	\$0.0807	\$0.0267	\$1.1021	\$1.0214
2012-2013	\$293,920,948	\$0.9596	\$0.0259	\$0.0806	\$0.0271	\$1.0732	\$1.0126
2013-2014	\$336,579,636	\$0.9596	\$0.0232	\$0.0605	\$0.0212	\$1.0545	\$1.0040
2014-2015	\$425,779,753	\$0.9004	\$0.0202	\$0.0303	\$0.0464	\$0.9973	\$0.9670
2015-2016	\$478,654,388	\$0.9596	\$0.0051	\$0.0025	\$0.0303	\$0.9975	\$0.9950
2016-2017	\$500,555,282	\$0.9420		\$0.0152	\$0.0253	\$0.9825	\$0.9673
2017-2018	\$498,300,323	\$0.9565		\$0.0151	\$0.0227	\$0.9943	\$0.9792
2018-2019	\$489,013,718	\$0.9596		\$0.0152	\$0.0227	\$0.9975	\$0.9823
2019-2020	\$503,518,452	\$0.9329		\$0.0251	\$0.0204	\$0.9784	\$0.9533
2020-2021	\$495,884,894	\$0.9385		\$0.0306	\$0.0182	\$0.9873	\$0.9567
2021-2022	\$505,707,580	\$0.9315		\$0.0373	\$0.0179	\$0.9867	\$0.9454
2022-2023	\$506,000,000	\$0.9400		\$0.0370	\$0.0180	\$0.9950	\$0.9580
2023-2024	\$506,000,000	\$0.9400		\$0.0370	\$0.0180	\$0.9950	\$0.9580
2024-2025	\$506,000,000	\$0.9400		\$0.0370	\$0.0180	\$0.9950	\$0.9580
2025-2026	\$506,000,000	\$0.9400		\$0.0370	\$0.0180	\$0.9950	\$0.9580
2026-2027	\$506,000,000	\$0.9400		\$0.0370	\$0.0180	\$0.9950	\$0.9580

### Funds Generated by Property Taxes

Here are the revenues generated by historical property tax levies, and those that will be generated in the future if the valuation holds steady and levies remain near current levels.

YEAR	General Fund Tax	Bond Fund Tax	Building Fund Tax	QCPUF Tax
2010-2011	\$2,360,241	\$74,862	\$233,973	\$70,661
2011-2012	\$2,588,701	\$77,463	\$216,306	\$71,566
2012-2013	\$2,820,463	\$76,125	\$178,116	\$79,652
2013-2014	\$3,229,818	\$78,086	\$169,973	\$71,355
2014-2015	\$3,833,721	\$86,008	\$129,011	\$197,562
2015-2016	\$4,593,168	\$24,411	\$11,966	\$145,032
2016-2017	\$4,715,231	\$0	\$76,084	\$126,640
2017-2018	\$4,766,243	\$0	\$75,243	\$113,114
2018-2019	\$4,692,576	\$0	\$74,330	\$111,006
2019-2020	\$4,697,324	\$0	\$126,383	\$102,718
2020-2021	\$4,653,880	\$0	\$151,741	\$90,251
2021-2022	\$4,710,666	\$0	\$188,629	\$90,471
2022-2023	\$4,756,400	\$0	\$187,220	\$91,080
2023-2024	\$4,756,400	\$0	\$187,220	\$91,080
2024-2025	\$4,756,400	\$0	\$187,220	\$91,080
2025-2026	\$4,756,400	\$0	\$187,220	\$91,080
2026-2027	\$4,756,400	\$0	\$187,220	\$91,080

### General Fund Revenue and Projection

If revenues from property taxes remain roughly the same as they were for 2021-22 there will likely be a significant reduction in operational dollars in the general fund.

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Taxes	\$4,222,561	\$4,468,499	\$4,076,945	\$4,581,430	\$4,428,026	\$4,471,016	\$4,471,016	\$4,471,016	\$4,471,016
Total Local	\$4,409,455	\$4,664,847	\$4,275,041	\$4,779,297	\$4,628,026	\$4,671,016	\$4,671,016	\$4,671,016	\$4,671,016
State	\$1,351,379	\$1,386,977	\$2,388,376	\$2,611,078	\$2,700,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
Federal	\$311,673	\$263,228	\$184,764	\$356,894	\$510,000	\$250,000	\$250,000	\$250,000	\$250,000
Other	\$25,558	\$48,740	\$14,138	\$21,579	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
<b>TOTAL</b>	<b>\$6,098,065</b>	<b>\$6,363,792</b>	<b>\$6,872,319</b>	<b>\$7,768,848</b>	<b>\$7,863,026</b>	<b>\$7,446,016</b>	<b>\$7,446,016</b>	<b>\$7,446,016</b>	<b>\$7,446,016</b>
Percent chg	2.40%	4.16%	8.16%	13.05%	1.21%	-5.30%	0.00%	0.00%	0.00%

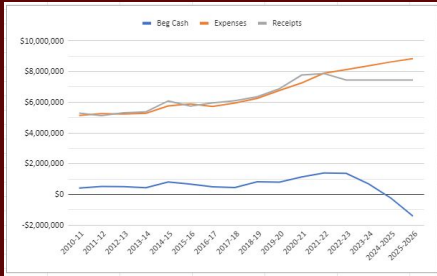
### General Fund Expenses and Projection

During the past three years general fund expenses have averaged about an 8% increase annually. During the five years prior to that the annual increase was about 3.7%. For projection purposes, at this point, a 4% annual increase is being illustrated here.

2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
\$5,945,945	\$6,251,493	\$6,764,675	\$7,254,683	\$7,888,968	\$8,204,527	\$8,532,708	\$8,874,016	\$9,228,977
3.97%	5.14%	8.21%	7.24%	8.74%	4.00%	4.00%	4.00%	4.00%

### Cash Balance/Projection

The chart below is based on a General Fund levy of .94 through 2025-26, no change in valuations and no change in state or federal receipts. It also accounts for an annual increase of 4.0% in expenses.



### How Do We Deal With Funding Shortfall?

- Increase property taxes.
  - Still time for some incremental increases.
  
- Enrollment growth should result in additional state funding.
  
- Federal funding may continue to provide some enhanced support.

### Planning for Capital Expenditures

- Understand your funding sources
  - Depreciation Fund - Building Fund
  
- Capital Replacement Schedule
  
- Possible Scenarios

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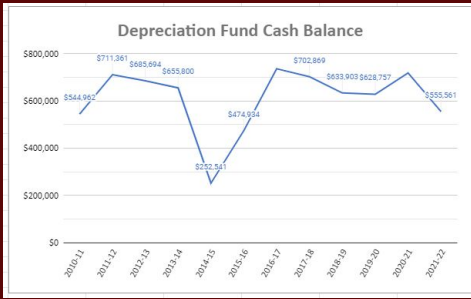
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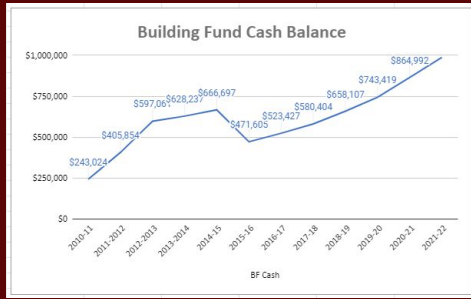
### Depreciation Fund

This fund provides a means for addressing capital improvement needs that do not fit under the guidelines for Building Fund projects.



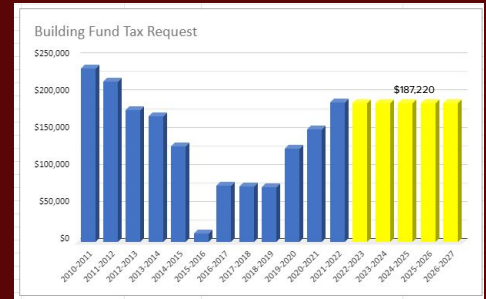
### Building Fund Balance

Having a defined Capital Replacement schedule will help guide what dollars will be needed in this fund and when and how those funds will be spent.



### Building Fund Tax Request and Projection

This chart illustrates a \$.03 levy for the next five years which will generate about \$230,000 annually.




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## EDUCATION CLIENTS (NEBRASKA)

Alma Public Schools  
Anselmo – Merna Public Schools  
Arthur County Schools  
Aurora Public Schools  
Bloomfield Community Schools  
Bruning Davenport Unified School District  
Columbus Public Schools  
Creighton Community Public Schools  
Crofton Community Schools  
Dodge Public Schools  
Doniphan-Trumbull Public Schools  
East Butler Public Schools  
Elm Creek Public Schools  
ESU #1 – Tower School  
ESU #4 – Learning Center  
Hartington Public Schools  
Hastings College  
Hastings Public Schools  
Holdrege Public Schools  
Laurel Concord Coleridge Schools  
Logan View Public Schools  
Lincoln Christian School  
Mid Plains Community College  
Nebraska City Public Schools  
Nebraska Center for the Education of Children who are Blind or Visually Impaired  
Newcastle Public Schools  
Niobrara Public Schools  
Norfolk Public Schools  
Northwest Grand Island School District  
Omaha Nation Public School  
Ord Public Schools  
Overton Public Schools  
Plattsmouth Community Schools  
Ponca Public Schools  
Sandhills Public Schools  
Santee Community Schools  
Schuyler Public Schools  
South Sioux City Community Schools  
Stuart Public Schools  
Thayer Central Schools  
Trinity Lutheran Church and School  
University of Nebraska Lincoln Policy Center in conjunction with the Nebraska Emergency Management North Central Region  
Wakefield Community Schools  
Walthill Public Schools  
Wausa Public Schools  
West Point Public Schools  
Wilcox-Hildreth Public Schools  
Wisner – Pilger Public Schools  
Winnebago Public Schools  
Wood River Public Schools  
Wynot Public Schools  
Zion Lutheran School – Kearney

We were a subcontractor:

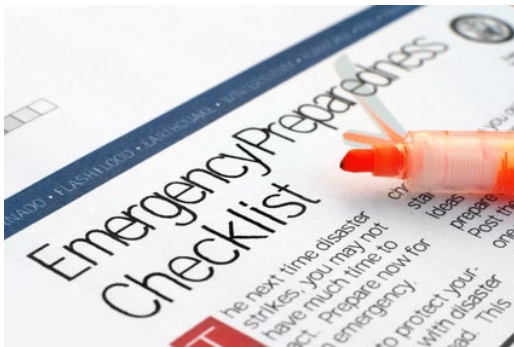
Lincoln Public Schools  
Millard Public School  
Omaha Public Schools  
Livingston, LA Public Schools



**School Security Services**  
a nesbitt & associates company



**nesbitt&associates**  
an international security consulting company



## School Emergency Plan Development

Risk management planning to prepare for, prevent, respond, and recover from critical incidents

School Security Services helps you develop **better** emergency preparedness and response **plans** that address a myriad of threatening situations in **less time**; **train** staff on that plan; and **immediately update** and disseminate critical information within your institution and to "first responding" public safety groups like the police, fire department, health agencies and more -- ensuring the **best and quickest response** to critical situations.



## School Video Security Solutions

High definition, law enforcement grade fixed and mobile software and hardware networkable surveillance systems

Video surveillance can provide peace of mind and save money by deterring crime and unwanted behaviors, protecting your school from fraudulent liability claims, saving on manpower, and facilitating quick response to incidents. School Security Services' video security solutions are customizable for the specific needs of nearly any school environment and are combined with **reliability, service, and training**.

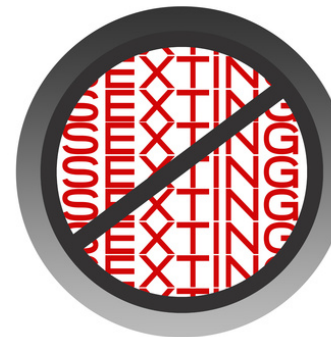


## Safety and Security Assessments

Comprehensive assessment and analysis of your school's security posture

- ➔ physical site inspection, pictorial site mapping, area hazards review, and area crime statistics
- ➔ in place security measures review
- ➔ security technology review
- ➔ security policies/procedures review
- ➔ admin/staff security perception survey

When completed, our safety and security assessment will identify concerns and make recommendations that will help you to save lives, protect your school's assets, guard against liability, and improve the morale and performance of your people.



## Training for Staff

Small or large group training presentations on general and topical school safety issues

School Security Services' industry recognized experts will help your school:

- ➔ gain a deeper understanding of **general** safety/security issues
- ➔ develop awareness of **topical** school safety and security issues (sexting, bullying/cyber bullying, dating violence, and more) and assess their impact on your school
- ➔ learn strategies to prevent, respond, and mitigate these threat issues based on best practices, acknowledged research, and expert experience.

Our commitment to ongoing education brings us new certifications all the time. Contact us to inquire about any safety and security issues of interest to your school.



## Personal Safety Training

Threat awareness and response strategies to protect lives, prevent or minimize injury, and protect property

School Security Services' safety experts are experienced and credentialed law enforcement professionals who have specialized training in:

- danger awareness and defensive tactics
- weapons threat
- predator analysis
- stalker mentality and response
- sexual harassment and sexual assault defensive strategies

## About School Security Services

School Security Services is a Nesbitt & Associates, Inc. company, a leading provider of comprehensive security solutions. A wholly owned subsidiary, School Security Services specializes in providing solutions for educational institutions. Led by executive management with over fifty years of award-winning law enforcement and public safety experience, the School Security Services team includes industry-recognized experts in organizational security posture analysis, threat assessment and management, workplace violence, video security systems, and emergency preparedness plan development in the school environment.



## School Security Services

a nesbitt & associates company



## School Security Services

a nesbitt & associates company

6130 So. 58<sup>th</sup> St. Ste. C

Lincoln, NE 68506

Phone: 402-325-1019 Fax: 888-715-1419

info@nesbittassociates.com

## Making Schools Safer

Wakefield Community Schools  
Superintendent Board Report  
July 2022

- Absences: Per my contract, I am obligated to report any absences to you.
  - July 1, 8, 14,15, 18-20
  - July 27-29 Administrator Days
  - August 5
  
- Facilities
  - Elementary classroom restroom walls and floors have been redone.
  - Carpet delivery delayed. AC and PS rooms will be done after school starts.
  - Achievement Center remodel plans have been finalized. The only concern is furniture delivery delays.
  - So far, the stadium project is running well and in time for the beginning of the school year.
  - New preschool
  
- Implement the Multi-Tiered System of Supports (MTSS) model with fidelity to accelerate academic, career, and social-emotional/behavioral instruction and intervention to prepare and empower students.
  - Mrs. Zach, Mr. Wulf, and I have been a part of multiple training pieces for MTSS/PBIS implementation. We have all learned an immense amount.
  - Under the teamwork of Mrs. Zach, Mr. Wulf, and Ms. Messersmith, we have begun defining goals for our Tier 1 core principles. Which include:
    - A district-wide SEBL program through creating a PBIS system.
    - Revising and constructing our instructional model and the evaluation tool that goes along with it.
    - Creating a district data plan includes collecting and analyzing data to make informed decisions. Along with creating this plan, we are looking at tools and software that will be affordable and productive in helping us meet this goal.
    - Met with representatives of SWIS to see if it is in the district's best interest to use them for our PBIS and Climate and Culture goals. We will consider the services they offer and the financial investment required.
  
- Matt Fisher, Becky, and I began work on the 2022-2023 Budget.
  
- I will meet with Tom Nesbit or Nesbit and Associates on Tuesday, July 12th. Nesbit and associates are a School Safety and Security Firm. They will do a safety audit and can provide training for staff and students.

- Board Member Emily Godinez will be moving from the district, so we will need to attempt to replace her on the Board. We will advertise the opening, and interested parties will fill out an application. Applicants will be interviewed in an open session at the August board meeting. Deliberations on the candidates must be in open session, and a replacement voted on by the board.

**Wakefield Community School  
Board of Education Regular Meeting  
Monday, June 13, 2022 4:30 PM**

Posted Locations:

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

Posted Date: 6/9/2022

The Board of Education Regular Meeting convened in open and public session on Monday, June 13, 2022 at 4:30 PM in Room 115 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.

#### Opening Procedures

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

#### **Attendance Taken at 4:30 PM:**

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

**Absent:** Jim Litchfield. Present: 5, Absent: 1.

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

#### **Approval of Agenda**

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

Yea: Brown, Godinez, Keagle, Lundahl, Riewer

Yea: 5, Nay: 0

#### **Recognition of Visitors/Communication from the Public**

- Ms. Simmons, Ms. Barge, Ms. Carson, Mrs. Peters and Mrs. Harding thanked the board for their appreciation gifts.
- Presentation by Matt Fischer of First National Capital Markets was postponed to a later date.

#### **Reports**

##### **Elementary Principal Report**

- The end of May and the beginning of June have been closing up the 2021-2022 school year and planning for the upcoming 2022-2023 school year. I have been actively working on modifying the schedule to make sure that we have appropriate time for core instruction in all content areas. This has led to some rearrangement of the master schedule.
- During the last month, I have had the opportunity to participate in multiple professional development activities. Wakefield was selected to participate in the Mental Health Institute which was held on two days at the ESU. During this time, our team worked on our Continuous Improvement Plan to include Social Emotional Learning (SEBL) in conjunction with our academic plan. The team determined that our focus goal for the year will be to strengthen and modify our core (tier I) as needed.
- Mr. Farup, Mrs. Zach, Mr. Brenn, Ms. Messersmith and I added a two day workshop with Phil Warrick. During this workshop we worked on various items including some coaching strategies to use with teachers. This training is appropriate to count for our annual teacher evaluation training.
- Mr. Farup, Mrs. Zach and I attended a Positive Behavior Intervention Support Training for Administrators. During this training we were introduced to the components of PBIS and how we

can implement them at the district and building levels. We will work on researching, designing and implementing PBIS over the next school year.

- Staff Changes: Michelle Kotas-preschool (formerly Mrs. Peters), Brandy Langley-1st grade (formerly Mrs. Schlickbernd), Beth Dather-4-6 science (formerly Mr. Brenn), Sara Schickbernd-reading specialist (formerly Mrs. Manz), Mallory Anderson-tier II interventions and technology (formerly Mr. McCreary and paraprofessionals).

### **Secondary Principal Report**

- A portion of our District Leadership Team attended the Mental Health Institute at the ESU May 25-26. We were targeted for this institute because of the work we are doing with MTSS. The focus of the institute was to create a district goal for SEBL (social emotional behavior learning) implementation.
- As a result of our participation in the Mental Health Institute, we have the opportunity to partner with NDE's Mental Health Project to develop SEBL in our tier 1. In exchange for their expertise and meeting their project requirements, we would receive valuable feedback as well as a choice of financial supports to help us achieve our SEBL goal. One specific requirement is to establish a mental health team. We intend to include parents/community members on this team. Staff serving on the mental health team represent both the high school and elementary
- Mr. Wulf, Mr. Farup, and I attended the Schoolwide PBIS virtual training on June 8. I will also be attending the following virtual trainings for MTSS implementation: SWIS training, PBIS for Administrators, and Tier 2 PBIS.
- PD has been scheduled for August 11 for staff who will be using or monitoring Odysseyware this coming school year

### **Superintendent Report**

- Met with CMBA to start the Master Planning process.
- Elementary classroom restroom walls have been redone. Flooring should begin this week.
- Achievement Center remodel plans have been finalized. The only concern is furniture delivery delays.
- The stadium project is running well and, so far, in time for the beginning of the school year.
- Met with the Strategic Planning committee to focus on the District Strategic Plan. The plan will be finalized, and action will be taken on board approval in July or August.
- Met with Matt Fisher from FBNO to begin budget planning and discuss historical data of the district.
- Under the teamwork of Mrs. Zach, Mr. Wulf, and Ms. Messersmith, we have begun defining goals for our Tier 1 core principles.

### **Board Committee Reports**

#### **Board Policy**

- Committee met on June 7 to review the KSB Law provided 2022 required, recommended, and optional policies. Recommendations are later in the agenda.

#### **Strategic Planning**

- The committee met to review the information received from NASB. The committee needs to identify the key points for each area before moving forward to the next step on the strategic plan. We need to develop a full road map on how we want to proceed.

### **Discussion and Action Items**

#### **Consent Agenda**

Motion to approve the Consent Agenda passed with a motion by Godinez and a second by Lundahl.

Yea: Brown, Godinez, Keagle, Lundahl, Riewer

Yea: 5, Nay: 0

Bills were reviewed by the Finance Committee and approved as follow: General: \$354,224.68; Lunch: \$21,562.27; Payroll: \$262,742.53; Special Building: \$528,447.90; Activities: \$15,531.24.

**Discuss and take appropriate action approving the Policy Committee's review of policy series 1000 and 2000.**

Policy 1003 states, "The board shall review all policies at least once every three years. Nebraska statutes require an annual review of specific policies, and such policies shall be so identified." This is an official acknowledgment of the Policy Committee and Board's review of the 1000 and 2000 policy series.

Motion to approve the review of the 1000 and 2000 series of Board policies by the Policy Committee passed with a motion by Keagle and a second by Godinez.

Yea: Brown, Godinez, Keagle, Lundahl, Riewer

Yea: 5, Nay: 0

**Discuss and take appropriate action regarding a recommendation from the Policy Committee to approve updates to policies 2008, 2009, 2010, 3003.1, 3004.1, 3012, 3057, and 5012 as reviewed and to include the required updates.**

The proposed changes to policies 2008, 2009, 2010, 3003.1, 3004.1, 3012, 3057, and 5012 DOES NOT include any new policy or non-required updates to the policy.

- **Policy 2008** – Beginning 7/31/22, meeting minutes must be posted to the district's website within 10 working days of the last meeting.
- **Policy 2009** – Update to reflect the 2021 required update that those wishing to speak during the public comment period to state their name and address.
- **Policy 2010** – Beginning 7/21/22, meeting agenda must be posted to the districts website at least 24 hours in advance.
- **Policy 3003.1 & 3004.1** – NDE wants more information in these policies.
- **Policy 3012** – State the school needs to inform households that it can apply for meal benefits any time during the school year and information on an alternate payment system for such shall be listed.
- **Policy 3057** – The definition of "domestic violence" is updated to reflect the Violence Against Women Act, it changes the statutory reference, and clarifies the step that the Title IX decision maker facilitates the written exchange of questions between the parties
- **Policy 5012** – Updates district coding on testing and assessment programs.

Motion to approve a recommendation from the Policy Committee to approve updates to policies 2008, 2009, 2010, 3003.1, 3004.1, 3012, 3057, and 5012 as reviewed and to include the required updates passed with a motion by Godinez and a second by Riewer.

Yea: Brown, Godinez, Keagle, Lundahl, Riewer

Yea: 5, Nay: 0

**Discuss and take appropriate action regarding a recommendation from the Policy Committee to approve updates to policies 4056 and 6021 as reviewed and to include the recommended updates.**

- Policy 4056 – Update the date teachers need to declare a resignation to be allowed out of their contract.
- Policy 6021 – Update to include: Evaluators must make available to the district any documents or records created in relation to the evaluation, including evaluation and assessment protocols and responses, when the district determines in its sole discretion that such documentation is necessary in order to permit meaningful parental participation.

Motion to approve a recommendation from the Policy Committee to update policies 4056 and 6021 as reviewed and to include the recommended updates passed with a motion by Lundahl and a second by Riewer.

Yea: Brown, Godinez, Keagle, Lundahl, Riewer

Yea: 5, Nay: 0

**Discuss and take appropriate action regarding a recommendation from the Policy Committee to adopt policies 4064 and 6037 as reviewed.**

- **Policy 4064** – New – With the permission of the superintendent, school employees may transport students in the employee's personal vehicle even if those students do not live within the employee's household....

- **Policy 6037** – If the parent or patron is dissatisfied after the informal review and discussion with the relevant administrator, they may request a review in writing...The superintendent will review the request within a reasonable time after receiving it...The superintendent's decision regarding the review will be communicated to the requester in writing. The decision of the superintendent is final, and the board will not hear any appeal regarding the review of library material.

Motion to approve a recommendation from the Policy Committee to adopt policies 4064 and 6037 as reviewed passed with a motion by Keagle and a second by Godinez.

Yea: Brown, Godinez, Keagle, Lundahl, Riewer

Yea: 5, Nay: 0

**Discuss and take appropriate action based on the Policy Committee's recommendation to remove the Resolution to Policy 5004.**

In October 2018 the board adopted and signed a resolution determining a standard for numeric capacities and accepting/denying option enrollment to families. We have other policies giving the superintendent the authority to consider several factors when it comes to option enrollment. The committee determined the resolution isn't necessary and recommends removing the Resolution to Policy 5004.

Motion to approve a recommendation from the Policy Committee to remove the Resolution to Policy 5004 passed with a motion by Lundahl and a second by Godinez.

Yea: Brown, Godinez, Keagle, Lundahl, Riewer

Yea: 5, Nay: 0

**Discuss and take appropriate action on a revised Mission, Vision, and Beliefs statement for Wakefield Community Schools. Take appropriate action to revise Policy 1003.**

Through a collaborative effort of community members, Board, administration, and staff, we present a review and revision of the district's Mission, Vision, and Beliefs statement for Wakefield Community Schools. If the revision is approved, Policy 1003 will need to be revised as well.

- **Motto:** Embrace, Educate, and Empower
- **Mission Statement:** The Trojan mission is to embrace diversity, educate and support the whole learner, and empower students to be critical thinkers, lifelong learners and global citizens.
- **Vision Statement:** WCS strives to educate our students, embrace our diversity, and empower the next generation of our community.
- **Belief Statement:** We believe it is essential to...
  - **A** – always provide all students with relevant educational opportunities
  - **S** – support our students to become lifelong learners
  - **P** – partner with parents and the community to support our students in all academic, social, and extra-curricular opportunities
  - **I** – inspire and cultivate effective communication skills with all students
  - **R** – reinforce respectful relationships, appreciate differences, and embrace inevitable changes in our society
  - **E** – empower all learners to think critically and problem-solve to set them up for success in all aspects of life

Motion to approve the revision of the Mission, Vision, and Beliefs statement for Wakefield Community Schools as presented passed with a motion by Riewer and a second by Keagle.

Yea: Brown, Godinez, Keagle, Lundahl, Riewer

Yea: 5, Nay: 0

Motion to approve the revision of Board Policy 1003 to reflect the updated Mission, Vision, and Beliefs statement for Wakefield Community Schools passed with a motion by Godinez and a second by Keagle.

Yea: Brown, Godinez, Keagle, Lundahl, Riewer

Yea: 5, Nay: 0

**Discuss and take appropriate action regarding the Superintendent's decision to approve the addition of Girl's Wrestling as an official school-sponsored activity sanctioned by the NSAA. Discuss criteria and possible future Board policy on the adoption and deletion of extra-curricular activities.**

Coach Munter addressed the board regarding girl's wrestling. He feels this would be another outlet for our girls that don't want to go out for basketball, but want to stay active. He doesn't feel adding this sport would take away from girls' basketball. Girl's Wrestling is totally separate from boy's wrestling. Girls would only wrestle other girls. There have been 11 girls express interest in wrestling with four definitely interested.

Motion to approve the addition of girls wrestling as an official sport sanctioned by NSEA passed with a motion by Lundahl and a second by Godinez.

Yea: Brown, Godinez, Keagle, Lundahl, Riewer

Yea: 5, Nay: 0

**Review, discuss and take action to approve Superintendent Evaluation.**

Board members have reviewed the Superintendent's evaluation, but will review it with Mr. Farup at a later date.

Motion to approve the superintendent evaluation passed with a motion by Keagle and a second by Riewer.

Yea: Brown, Godinez, Keagle, Lundahl, Riewer

Yea: 5, Nay: 0

**Upcoming Dates and Times**


- Policy Committee – June 29 at 4:30
- Strategic Planning Committee – June 19 at 5:00
- Regular Board Meeting – July 11 at 5:30

**Adjournment**

Motion to adjourn the meeting at 5:36pm passed with a motion by Keagle and a second by Riewer.

Yea: Brown, Godinez, Keagle, Lundahl, Riewer

Yea: 5, Nay: 0

  
Sherri Lundahl, Secretary

  
Becky Gothier, Recording Secretary

# Wakefield Community School

## Cash Summary Report

Accounting Cycle: FY21-22; Beginning Period: Period 10 (06/01/2022 - 06/30/2022) ; Ending Period: Period 10 (06/01/2022 - 06/30/2022) ; 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: 7/7/2022 4:37:36 PM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Liabilities	Available
01	General Fund	\$3,139,063.74	\$459,886.51	(\$609,225.93)	\$0.00	\$2,989,724.32	(\$137,052.22)	\$0.00	\$2,852,672.10
02	Depreciation Fund	\$418,089.40	\$82.47	\$0.00	\$0.00	\$418,171.87	(\$6,238.42)	\$0.00	\$411,933.45
03	Employee Benefit Fund	\$68,539.00	\$10.70	\$0.00	\$0.00	\$68,549.70	\$0.00	\$0.00	\$68,549.70
05	Activity Fund	\$39,059.75	\$11,159.62	(\$13,403.29)	\$0.00	\$36,816.08	\$0.00	\$0.00	\$36,816.08
06	School Nutrition Fund	\$147,571.93	\$30,524.90	(\$26,915.31)	\$0.00	\$151,181.52	\$0.00	\$0.00	\$151,181.52
07	Bond Fund	\$39,516.88	\$6.17	\$0.00	\$0.00	\$39,523.05	\$0.00	\$0.00	\$39,523.05
08	Special Building Fund	\$2,812,256.21	\$10,872.58	(\$345,568.53)	\$0.00	\$2,477,560.26	\$0.00	\$0.00	\$2,477,560.26
09	QCPUF Fund	\$84,563.64	\$4,206.87	\$0.00	\$0.00	\$88,770.51	\$0.00	\$0.00	\$88,770.51
11	Interim Fund	\$2,252.75	\$2,552.29	(\$515.00)	\$0.00	\$4,290.04	\$0.00	\$0.00	\$4,290.04
12	Student Fees Fund	\$844.73	\$0.00	\$0.00	\$0.00	\$844.73	\$0.00	\$0.00	\$844.73
<b>Sub Total</b>		<b>\$6,751,758.03</b>	<b>\$519,302.11</b>	<b>(\$995,628.06)</b>	<b>\$0.00</b>	<b>\$6,275,432.08</b>	<b>(\$143,290.64)</b>	<b>\$0.00</b>	<b>\$6,132,141.44</b>

# Wakefield Community School

## Budget Report - June 30, 2022

FUNCTION	June Expenses	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget Remaining
01100 - Regular Instruction	\$268,502.35	\$3,239,400.32	\$2,497,859.99	\$95,165.13	\$646,375.20	22.89
01125 - Regular Instructional Programs School Age (Flex-Spending)	\$2,066.31	\$25,685.38	\$20,663.74	\$0.00	\$5,021.64	19.55
01150 - Limited English Proficiency Programs	\$23,128.29	\$285,519.07	\$237,146.56	\$394.39	\$47,978.12	16.94
01160 - Poverty Programs	\$25,587.16	\$333,757.03	\$264,495.92	\$0.00	\$69,261.11	20.75
01190 - Early Childhood Educational Programs	\$27,988.58	\$83,242.89	\$88,798.07	\$1,775.66	(\$7,330.84)	(6.67)
01200 - Special Education Instructional Programs - School Age	\$49,790.93	\$660,540.82	\$528,190.67	\$1,482.23	\$130,867.92	20.04
01291 - Special Education Instructional Programs - Ages 3-5	\$21,974.93	\$267,416.23	\$238,994.22	\$0.00	\$28,422.01	10.63
01300 - Summer School	\$5,746.40	\$0.00	\$5,746.40	\$0.00	(\$5,746.40)	
02120 - Guidance Services	\$11,797.11	\$149,751.55	\$115,020.34	\$975.00	\$33,756.21	23.19
02130 - Health Services	\$3,833.61	\$71,257.47	\$43,448.44	\$1,385.02	\$26,424.01	39.03
02141 - Psychological Services - SPED - School Age	\$0.00	\$99,500.00	\$75,937.50	\$0.00	\$23,562.50	23.68
02151 - Speech Pathology and Audiology Services - SPED - School Age	\$0.00	\$102,630.00	\$78,941.61	\$0.00	\$23,688.39	23.08
02161 - Occupational Therapy-Related Services - SPED - School Age	\$0.00	\$9,840.00	\$5,941.25	\$0.00	\$3,898.75	39.62
02171 - Physical Therapy-Related Services - SPED - School Age	\$0.00	\$1,845.00	\$1,270.00	\$0.00	\$575.00	31.17
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	\$2,497.50	\$20,975.72	\$20,693.06	\$0.00	\$282.66	1.35
02213 - Instructional Staff Training	\$67.78	\$9,000.00	\$1,924.01	\$0.00	\$7,075.99	78.62
02220 - Library or Media Services	\$3,765.78	\$58,349.99	\$35,488.32	\$4,670.21	\$18,191.46	39.18
02290 - Other Support Services - Instructional Staff	\$17.71	\$0.00	\$676.66	\$0.00	(\$676.66)	
02310 - Board of Education	\$1,212.83	\$65,000.00	\$54,053.60	\$0.00	\$10,946.40	16.84
02320 - Executive Administration	\$14,706.24	\$186,254.98	\$153,267.02	\$0.00	\$32,987.96	17.71
02330 - District Legal Services	\$16,611.92	\$25,000.00	\$29,059.42	\$0.00	(\$4,059.42)	(16.24)
02410 - Office of the Principal	\$27,427.17	\$348,358.47	\$298,992.94	\$26.99	\$49,338.54	14.17
02510 - Fiscal Services	\$11,055.97	\$151,669.29	\$118,768.86	\$0.00	\$32,900.43	21.69
02570 - Personnel Services	\$318.00	\$0.00	\$3,410.00	\$0.00	(\$3,410.00)	100.00
02580 - Administrative Technology Service	\$7,867.53	\$160,547.59	\$97,049.04	\$11,530.00	\$51,968.55	39.55
02610 - Operation of Buildings	\$29,500.02	\$508,372.52	\$328,681.51	\$10,249.37	\$169,441.64	35.35
02620 - Maintenance of Buildings	\$3,772.50	\$0.00	\$46,434.69	\$0.00	(\$46,434.69)	100.00
02630 - Care and Upkeep of Grounds	\$1,784.98	\$36,917.09	\$6,365.58	\$285.58	\$30,265.93	82.76
02650 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)	\$0.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	100.00
02670 - Safety	\$0.00	\$1,500.00	\$3,648.99	\$0.00	(\$2,148.99)	(143.27)
02710 - Vehicle Operation and Purchasing - Regular Education	\$12,894.67	\$224,820.30	\$141,349.69	\$0.00	\$83,470.61	37.13
02712 - Vehicle Operation and Purchasing - School Age SPED	\$0.00	\$1,500.00	\$999.00	\$0.00	\$501.00	33.40
02730 - Vehicle Servicing and Maintenance - Regular Education	\$2,011.33	\$60,206.06	\$26,537.28	\$0.00	\$33,668.78	55.92
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	\$475.86	\$5,663.27	\$5,226.20	\$0.00	\$437.07	7.72
06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$10,309.73	\$116,656.37	\$99,543.13	\$139.98	\$16,973.26	14.67

<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>
06404 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four	\$0.00	\$26,853.00	\$0.00	\$0.00	\$26,853.00	100.00
06406 - Federal Services - IDEA Preschool (619) Base Allocation	\$0.00	\$740.00	\$0.00	\$0.00	\$740.00	100.00
06408 - IDEA Part B Base & Enrollment Poverty Allocation	\$0.00	\$0.00	\$44,414.07	\$0.00	(\$44,414.07)	100.00
06410 - Federal Services - IDEA Enrollment or Poverty (611)	\$0.00	\$116,775.00	\$0.00	\$0.00	\$116,775.00	100.00
06700 - Federal Services - Federal Vocational and Applied Technology Education (Carl Perkins)	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00
06992 - Federal Services - REAP	\$2,038.32	\$44,622.00	\$53,256.68	\$0.00	(\$8,634.68)	(19.35)
06997 - Emergency Relief - ESSER II	\$0.00	\$31,557.90	\$31,557.90	\$0.00	\$0.00	0.00
06998 - Emergency Relief - ESSER III	\$20,474.42	\$716,064.47	\$374,939.67	\$8,972.66	\$332,152.14	53.61
08000 - Transfers (Outgoing)	\$0.00	\$50,000.00	\$20,000.00	\$0.00	\$30,000.00	60.00
<b>General Fund Grand Total</b>	<b>\$609,225.93</b>	<b>\$8,349,134.78</b>	<b>\$6,198,792.03</b>	<b>\$137,052.22</b>	<b>\$2,013,290.53</b>	<b>24.11</b>
<b>Prior Year 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>

**GENERAL FUND - #195103**  
**TREASURER'S REPORT AS OF JUNE 30, 2022**

**BALANCE AS OF JUNE 1, 2022** **\$3,139,063.74**

**REVENUE**

Various Summer Insurance Premium Reimb.	164.61	
Misc Supply Reimb	23.93	
NE Power - Backpack Program Donation	150.00	
ESU #7 - Title III Prof Dev Stipend Reimb	581.91	
SON - SPED Reimb	50,497.00	
SON - State Aid	178,651.00	
Thurston County - Proceeds	8,604.50	
Dixon County - Proceeds	94,329.70	
Wayne County- Proceeds	127,212.13	
Bank - Interest	592.18	
<b>TOTAL REVENUE</b>		<b><u>460,806.96</u></b>

**EXPENSES**

June Payables	353,545.89	
June Payroll	256,600.49	
<b>TOTAL EXPENDITURES</b>		<b><u>\$610,146.38</u></b>

**TOTAL** **\$2,989,724.32**

**GENERAL FUND AS OF JUNE 30, 2022** **\$2,989,724.32**

**SPECIAL BUILDING FUND  
TREASURER'S REPORT AS OF JUNE 30, 2022**

**BALANCE AS OF JUNE 1, 2022** **\$2,812,256.21**

**REVENUE**

GiveCampus Online Donations	160.00	
Brick Purchases	1,440.78	
Thurston County - Proceeds	316.71	
Dixon County - Proceeds	3,505.95	
Wayne County- Proceeds	4,924.57	
Bank - Interest	524.57	
<b>TOTAL REVENUE</b>		<b><u><u>\$10,872.58</u></u></b>

**EXPENSES**

Certified Testing Services - Concrete Testing	786.00	
Lo's Design's LLC - Signage	5,040.63	
Nemaha Landscape Construction Inc	339,741.90	
<b>TOTAL EXPENDITURES</b>		<b><u><u>\$345,568.53</u></u></b>

**TOTAL** **\$2,477,560.26**

**SPECIAL BUILDING FUND AS OF JUNE 30, 2022** **\$2,477,560.26**

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 06/01/2022 to 06/30/2022.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>WCS</b>	<b>Wakefield Community School</b>							
<b>A</b>	<b>ATHLETICS</b>							
		100	FOOTBALL	1,209.19	0.00	0.00	0.00	1,209.19
		110	VOLLEYBALL	3,168.64	0.00	450.00	0.00	2,718.64
		125	BOYS BASKETBALL	5,969.84	0.00	525.00	0.00	5,444.84
		130	GIRLS BASKETBALL	2,319.86	0.00	0.00	0.00	2,319.86
		145	TRACK	0.00	0.00	0.00	0.00	0.00
		160	NEW UNIFORMS	-23,002.53	0.00	0.00	0.00	-23,002.53
		170	WRESTLING	2,318.25	0.00	0.00	0.00	2,318.25
		175	GEN ATHLETICS	-6,044.32	0.00	4,435.49	0.00	-10,479.81
		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>		-13,461.07	0.00	5,410.49	0.00	-18,871.56
<b>B</b>	<b>CLASSES</b>							
		211	CLASS OF 2022	290.22	0.00	0.00	0.00	290.22
		212	CLASS OF 2023	448.77	0.00	290.00	0.00	158.77
		215	CLASS OF 2024	1,010.18	0.00	0.00	0.00	1,010.18
		216	CLASS OF 2025	1,023.61	0.00	0.00	0.00	1,023.61
		582	CLASS OF 2026	455.76	0.00	0.00	0.00	455.76
		584	CLASS OF 2027	411.54	0.00	0.00	0.00	411.54
		<b>B Totals:</b>		3,640.08	0.00	290.00	0.00	3,350.08

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 06/01/2022 to 06/30/2022.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>C</b>	<b>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	2,618.67	0.00	0.00	0.00	2,618.67
	305		DISTRICT 7 FCCLA	6,437.37	0.00	0.00	0.00	6,437.37
	306		MUSIC BOOSTERS	0.00	0.00	0.00	0.00	0.00
	310		NATIONAL HONOR SOCIETY	2,428.72	0.00	0.00	0.00	2,428.72
	315		FBLA	6,634.50	0.00	0.00	0.00	6,634.50
	320		ANNUAL	1,065.94	80.00	0.00	0.00	1,145.94
	325		TOTAD	0.00	0.00	0.00	0.00	0.00
	330		FCCLA	4,360.78	0.00	0.00	0.00	4,360.78
	335		STUCO	3,403.76	0.00	35.64	0.00	3,368.12
	340		SPEECH & DRAMA	0.00	0.00	0.00	0.00	0.00
	345		ONE ACT	201.47	0.00	0.00	0.00	201.47
	346		ART CLUB	1,713.68	0.00	0.00	0.00	1,713.68
	355		TROJAN ZONE	2,587.88	275.00	0.00	0.00	2,862.88
	385		LIBRARY	1,809.85	0.00	0.00	0.00	1,809.85
	395		HOMECOMING	785.00	0.00	0.00	0.00	785.00
	401		CHEER SQUAD	0.00	0.00	0.00	0.00	0.00
	501		COLOR GUARD	972.91	0.00	0.00	0.00	972.91
	553		ELEMENTARY STUCO	84.68	0.00	0.00	0.00	84.68
	578		SKILLS USA	1,683.06	1,669.00	1,061.16	0.00	2,290.90
	581		FCA	492.52	0.00	0.00	0.00	492.52
	902		EDUCATION CLUB	464.04	0.00	0.00	0.00	464.04
	<b>C Totals:</b>			<b>38,370.25</b>	<b>2,024.00</b>	<b>1,096.80</b>	<b>0.00</b>	<b>39,297.45</b>
<b>D</b>	<b>CONCESSIONS</b>							
	400		CONCESSIONS	0.00	0.00	0.00	0.00	0.00
	<b>D Totals:</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 06/01/2022 to 06/30/2022.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
E	MISC							
		350	SCHOLARSHIPS	1,000.00	5,000.00	5,000.00	0.00	1,000.00
		390	STUDENT ASSISTANCE	2,836.65	0.00	116.00	0.00	2,720.65
		502	YOUTH FOUNDATION	750.00	0.00	0.00	0.00	750.00
		503	LOUNGE	102.15	0.00	0.00	0.00	102.15
		505	CHECKING INTEREST	181.38	6.68	0.00	0.00	188.06
		510	CD Plus Interest	2,701.60	0.00	0.00	0.00	2,701.60
		520	ELEMENTARY	833.35	1,500.00	0.00	0.00	2,333.35
		540	POP FUND	4,194.68	0.00	0.00	0.00	4,194.68
		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	0.00	0.00	0.00	0.00	0.00
		577	STATE TOURNAMENTS	-3,263.89	0.00	1,490.00	0.00	-4,753.89
		901	D-Day Band Trip	234.57	228.94	0.00	0.00	463.51
		903	EUROPE MUSIC TOUR	0.00	2,400.00	0.00	0.00	2,400.00
<b>E Totals:</b>				10,510.49	9,135.62	6,606.00	0.00	13,040.11

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 06/01/2022 to 06/30/2022.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Z	Inactive							
		105	JH FOOTBALL	0.00	0.00	0.00	0.00	0.00
		115	JH VOLLEYBALL	0.00	0.00	0.00	0.00	0.00
		120	GIRLS GOLF	0.00	0.00	0.00	0.00	0.00
		135	JH BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00
		140	JH GIRLS BASKETBALL	0.00	0.00	0.00	0.00	0.00
		150	JH TRACK	0.00	0.00	0.00	0.00	0.00
		155	BOYS GOLF	0.00	0.00	0.00	0.00	0.00
		180	JH WRESTLING	0.00	0.00	0.00	0.00	0.00
		190	ACTIVITY PASSES	0.00	0.00	0.00	0.00	0.00
		200	CLASS OF 2019	0.00	0.00	0.00	0.00	0.00
		205	CLASS OF 2020	0.00	0.00	0.00	0.00	0.00
		210	CLASS OF 2021	0.00	0.00	0.00	0.00	0.00
		220	CLASS OF 2006	0.00	0.00	0.00	0.00	0.00
		226	CLASS OF 2008	0.00	0.00	0.00	0.00	0.00
		227	CLASS OF 2009	0.00	0.00	0.00	0.00	0.00
		228	CLASS OF 2010	0.00	0.00	0.00	0.00	0.00
		229	CLASS OF 2011	0.00	0.00	0.00	0.00	0.00
		230	CLASS OF 2012	0.00	0.00	0.00	0.00	0.00
		231	CLASS OF 2013	0.00	0.00	0.00	0.00	0.00
		232	CLASS OF 2014	0.00	0.00	0.00	0.00	0.00
		233	CLASS OF 2015	0.00	0.00	0.00	0.00	0.00
		234	CLASS OF 2016	0.00	0.00	0.00	0.00	0.00
		235	CLASS OF 2017	0.00	0.00	0.00	0.00	0.00
		236	CLASS OF 2018	0.00	0.00	0.00	0.00	0.00
		300	VOCAL/INSTRUMENTAL CONTESTS	0.00	0.00	0.00	0.00	0.00
		360	CINCO DE MAYO	0.00	0.00	0.00	0.00	0.00
		365	VICA	0.00	0.00	0.00	0.00	0.00
		370	EMBROIDERY	0.00	0.00	0.00	0.00	0.00
		405	CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
		551	5TH BUSINESS FAIR	0.00	0.00	0.00	0.00	0.00
		552	TITLE I CARNIVAL	0.00	0.00	0.00	0.00	0.00
		575	WAKEFIELD VB	0.00	0.00	0.00	0.00	0.00
		583	CLASS OF 2007	0.00	0.00	0.00	0.00	0.00
<b>Z Totals:</b>				0.00	0.00	0.00	0.00	0.00
<b>WCS Activity Totals:</b>				39,059.75	11,159.62	13,403.29	0.00	36,816.08

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
WCS Checking:	39,059.75	0.00	11,159.62	13,403.29	0.00	36,816.08
WCS Investment:	0.00	0.00			0.00	0.00
<b>WCS Bank Balances:</b>	39,059.75		11,159.62	13,403.29	0.00	36,816.08

# Receipt History

Detail report. Sorted by Site, Receipt Number.  
From 06/01/2022 to 06/30/2022.

Receipt Number	Receipt Date	Void Date	Deposit Number	Check Number	Received From	Amount	Sales Tax	Amount
Activity ID	Activity Name		Fee Name & Student ID			Tax Rate %	Tax Amount	
	Tax Name		Tax Activity					
<b>WCS Wakefield Community School</b>								
000766	06/06/2022			7988	Presbyterian Church, USA			Church Donation
903	EUROPE MUSIC TOUR						2,400.00	0.00
							2,400.00	2,400.00
							Total For 000766: 2,400.00	
000767	06/06/2022				Skills USA			Pankcake Feed
578	SKILLS USA						1,589.00	0.00
							1,589.00	1,589.00
							Total For 000767: 1,589.00	
000768	06/06/2022			3599	Sara Schlickbernd			Yearbook
320	ANNUAL						80.00	0.00
							80.00	80.00
							Total For 000768: 80.00	
000769	06/10/2022			7426	Amanda Fischer			Skills USA-Bacon
578	SKILLS USA						80.00	0.00
							80.00	80.00
							Total For 000769: 80.00	
000770	06/15/2022				Wakefield Community			Locker Stickers
355	TROJAN ZONE						275.00	0.00
							275.00	275.00
							Total For 000770: 275.00	
000771	06/20/2022				Cataleena Lortz			D-Day Remaining Balance
901	D-Day Band Trip						228.94	0.00
							228.94	228.94
							Total For 000771: 228.94	
000772	06/27/2022			015903	Sacred Heart Church			Susana Prado Scholarship
350	SCHOLARSHIPS						5,000.00	0.00
							5,000.00	5,000.00
							Total For 000772: 5,000.00	
000773	06/28/2022			25412740	State of Nebraska			Elementary
520	ELEMENTARY						1,500.00	0.00
							1,500.00	1,500.00
							Total For 000773: 1,500.00	
000774	06/30/2022				Bank Interest			INTEREST
505	CHECKING INTEREST						6.68	0.00
							6.68	6.68
							Total For 000774: 6.68	
							Site Total 11,159.62	
							Report Total 11,159.62	

# Check Summary

Sorted by Activity ID, Site ID.  
From 06/01/2022 to 06/30/2022.

Activity ID Site ID			Activity Name Site Name				Amount
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	
<b>110 VOLLEYBALL</b>							
WCS Wakefield Community School							
011275	Cleared	06/21/2022	WSC Athletic Camps			Volleyball Camp	450.00
<b>Total:</b>							<b>\$ 450.00</b>
<b>125 BOYS BASKETBALL</b>							
WCS Wakefield Community School							
011271	Cleared	06/13/2022	Pierce Club Basketball			Pierce Club Basketball	150.00
011273	Cleared	06/20/2022	Clarkson-Leigh Boys Basketball			Boys Basketball	175.00
011276	Printed	06/27/2022	Aaron Meyer			Boys Basketball Team Camp	200.00
<b>Total:</b>							<b>\$ 525.00</b>
<b>175 GEN ATHLETICS</b>							
WCS Wakefield Community School							
011272	Cleared	06/16/2022	Nebraska School Activities Association			NSAA Membership	1,060.00
011274	Cleared	06/20/2022	Classic Sportswear & Awards	63288		Athletic Chenille W Letters	721.00
011278	Printed	06/28/2022	Lou's Sporting Goods	AAV750674- AK07		Athletic Supplies	2,586.48
011282	Cleared	06/22/2022	Harland Clarke			Deposit Slip Order	68.01
<b>Total:</b>							<b>\$ 4,435.49</b>
<b>212 CLASS OF 2023</b>							
WCS Wakefield Community School							
011279	Printed	06/29/2022	Wakefield Civic Center			Prom-Hall Rental	290.00
<b>Total:</b>							<b>\$ 290.00</b>
<b>335 STUCO</b>							
WCS Wakefield Community School							
011270	Cleared	06/08/2022	Bomgaars	18-035-7		STUCO	35.64
<b>Total:</b>							<b>\$ 35.64</b>
<b>350 SCHOLARSHIPS</b>							
WCS Wakefield Community School							
011277	Printed	06/27/2022	Northeast Community College			Scholarship-Susana Prado	5,000.00
<b>Total:</b>							<b>\$ 5,000.00</b>
<b>390 STUDENT ASSISTANCE</b>							
WCS Wakefield Community School							
011269	Cleared	06/08/2022	Faith Regional	3601106559		Acct #3601106559	116.00
<b>Total:</b>							<b>\$ 116.00</b>

# Check Summary

Sorted by Activity ID, Site ID.  
From 06/01/2022 to 06/30/2022.

Activity ID Site ID			Activity Name Site Name				Amount
Check Number	Status	Check / Void Date	Vendor Name	PO Number	Invoice No.#	Description	
<hr/>							
577	STATE TOURNAMENTS						
<hr/>							
WCS	Wakefield Community School						
<hr/>							
011268	Cleared	06/08/2022	SkillsUSA Nebraska			Skills USA 2022 NLSC	1,490.00
							Total: \$ 1,490.00
<hr/>							
578	SKILLS USA						
<hr/>							
WCS	Wakefield Community School						
<hr/>							
011267	Cleared	06/08/2022	ACE Hardware & Home	20078		SKILLS USA	61.16
011268	Cleared	06/08/2022	SkillsUSA Nebraska			Skills USA 2022 NLSC	1,000.00
							Total: \$ 1,061.16
							Report Total : 13,403.29

# Wakefield Community School

## Payroll Voucher By Vendor Report

Accounting Cycle: FY21-22; Voucher: 070722,070722 HSA; Vendor: [All]; Order By: Vendor; Account Type: Liability; Created On: 7/7/2022 11:27:12 AM

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070722	BankFirst	195103		Aflac	\$296.53
Register	Register Paid Date	Account Code	Deduction		Amount
071422	7/14/2022	01-00941-000	Aflac - Accident 125		\$127.01
071422	7/14/2022	01-00941-000	Aflac - Cancer 125		\$80.86
071422	7/14/2022	01-00941-000	Aflac - Short Term Disability		\$88.66
<b>Sub Total</b>					<b>\$296.53</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070722	BankFirst	195103		American Fidelity	\$5,734.61
Register	Register Paid Date	Account Code	Deduction		Amount
071422	7/14/2022	01-00941-000	Amer Fidelity - Accident 125		\$395.90
071422	7/14/2022	01-00941-000	Amer Fidelity - Cancer		\$136.00
071422	7/14/2022	01-00941-000	Amer Fidelity - Cancer 125		\$196.50
071422	7/14/2022	01-00941-000	Amer Fidelity - Critical Illness		\$44.92
071422	7/14/2022	01-00941-000	Amer Fidelity - Hospital Indemnity		\$82.24
071422	7/14/2022	01-00941-000	Amer Fidelity - Term Life		\$185.71
071422	7/14/2022	01-00941-000	Amer Fidelity - Whole Life		\$97.64
071422	7/14/2022	01-00941-000	Child Care 125		\$1,766.64
071422	7/14/2022	01-00941-000	Med Reimb 125		\$2,829.06
<b>Sub Total</b>					<b>\$5,734.61</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070722 HSA	BankFirst	195103		Ann Milliken - HSA	\$203.83
Register	Register Paid Date	Account Code	Deduction		Amount
071422	7/14/2022	01-00941-000	HSA Ann Milliken		\$203.83
<b>Sub Total</b>					<b>\$203.83</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070722	BankFirst	195103		BankFirst	\$69,023.08
Register	Register Paid Date	Account Code	Deduction		Amount
071422	7/14/2022	01-00941-000	Federal Withholding		\$21,224.92
071422	7/14/2022	01-00941-000	FICA		\$37,446.22
071422	7/14/2022	01-00941-000	Medicare		\$8,757.54
071422	7/14/2022	06-00941-000	Federal Withholding		\$394.96
071422	7/14/2022	06-00941-000	FICA		\$972.10
071422	7/14/2022	06-00941-000	Medicare		\$227.34
<b>Sub Total</b>					<b>\$69,023.08</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070722	BankFirst	195103		Blue Cross and Blue Shield of NE	\$87,279.98
Register	Register Paid Date	Account Code	Deduction		Amount
071422	7/14/2022	01-00901-000	BCBS Empl Dental 125		\$64.92
071422	7/14/2022	01-00901-000	BCBS Employer Hlth		\$7,395.63
071422	7/14/2022	01-00941-000	BCBS Empl Dental 125		\$1,420.35
071422	7/14/2022	01-00941-000	BCBS Employer Dental		\$1,722.78
071422	7/14/2022	01-00941-000	BCBS Employer Hlth		\$72,532.60
071422	7/14/2022	06-00941-000	BCBS Empl Dental 125		\$53.75
071422	7/14/2022	06-00941-000	BCBS Employer Dental		\$127.58
071422	7/14/2022	06-00941-000	BCBS Employer Hlth		\$3,962.37
<b>Sub Total</b>					<b>\$87,279.98</b>

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
070722 HSA	BankFirst	195103		Colton McCreary - HSA	\$110.19
<b>Register</b>	<b>Register Paid Date</b>	<b>Account Code</b>	<b>Deduction</b>		<b>Amount</b>
071422	7/14/2022	01-00941-000	HSA Colton McCreary		\$110.19
<b>Sub Total</b>					<b>\$110.19</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
070722 HSA	BankFirst	195103		Connie Wageman - HSA	\$231.38
<b>Register</b>	<b>Register Paid Date</b>	<b>Account Code</b>	<b>Deduction</b>		<b>Amount</b>
071422	7/14/2022	01-00941-000	HSA Connie Wageman		\$231.38
<b>Sub Total</b>					<b>\$231.38</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
070722 HSA	BankFirst	207276		Dave Lunz - HSA	\$110.19
<b>Register</b>	<b>Register Paid Date</b>	<b>Account Code</b>	<b>Deduction</b>		<b>Amount</b>
071422	7/14/2022	06-00941-000	HSA Dave Lunz		\$110.19
<b>Sub Total</b>					<b>\$110.19</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
070722	BankFirst	195103		Federal Reserve KC	\$216,310.03
<b>Register</b>	<b>Register Paid Date</b>	<b>Account Code</b>	<b>Deduction</b>		<b>Amount</b>
071422	7/14/2022	01-00941-000	Direct Deposit		\$210,391.77
071422	7/14/2022	06-00941-000	Direct Deposit		\$5,918.26
<b>Sub Total</b>					<b>\$216,310.03</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
070722	BankFirst	195103		Iowa Department of Revenue	\$100.00
<b>Register</b>	<b>Register Paid Date</b>	<b>Account Code</b>	<b>Deduction</b>		<b>Amount</b>
071422	7/14/2022	01-00941-000	Iowa State Tax		\$100.00
<b>Sub Total</b>					<b>\$100.00</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
070722 HSA	BankFirst	195103		Kim Barge - HSA	\$110.19
<b>Register</b>	<b>Register Paid Date</b>	<b>Account Code</b>	<b>Deduction</b>		<b>Amount</b>
071422	7/14/2022	01-00941-000	HSA Kim Barge		\$110.19
<b>Sub Total</b>					<b>\$110.19</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
070722 HSA	BankFirst	195103		Lauren Barge - HSA	\$110.19
<b>Register</b>	<b>Register Paid Date</b>	<b>Account Code</b>	<b>Deduction</b>		<b>Amount</b>
071422	7/14/2022	01-00941-000	HSA Lauren Barge		\$75.05
071422	7/14/2022	06-00941-000	HSA Lauren Barge		\$35.14
<b>Sub Total</b>					<b>\$110.19</b>
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>	<b>Vendor</b>	<b>Amount</b>
070722	BankFirst	195103	52802	Madison National Life	\$2,727.75
<b>Register</b>	<b>Register Paid Date</b>	<b>Account Code</b>	<b>Deduction</b>		<b>Amount</b>
071422	7/14/2022	01-00901-000	Addtl Life Ins		\$59.24
071422	7/14/2022	01-00901-000	Life Ins Employer		\$77.28
071422	7/14/2022	01-00941-000	Addtl Life Ins		\$197.33
071422	7/14/2022	01-00941-000	Dependent Life Ins		\$2.10
071422	7/14/2022	01-00941-000	Life Ins Employer		\$757.39
071422	7/14/2022	01-00941-000	Long Term Disability		\$1,582.28
071422	7/14/2022	06-00941-000	Addtl Life Ins		\$0.27
071422	7/14/2022	06-00941-000	Life Ins Employer		\$51.86
<b>Sub Total</b>					<b>\$2,727.75</b>

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070722 HSA	BankFirst	195103		Megan Virgil - HSA	\$310.69
Register	Register Paid Date	Account Code	Deduction		Amount
071422	7/14/2022	01-00941-000	HSA Megan Virgil		\$310.69
<b>Sub Total</b>					<b>\$310.69</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070722	BankFirst	195103		MG Trust Company	\$3,971.21
Register	Register Paid Date	Account Code	Deduction		Amount
071422	7/14/2022	01-00941-000	403b Plan		\$175.00
071422	7/14/2022	01-00941-000	403b Plan ROTH		\$3,570.00
071422	7/14/2022	01-00941-000	403b Plan ROTH - 10%		\$44.17
071422	7/14/2022	01-00941-000	403b Plan ROTH - 5%		\$182.04
<b>Sub Total</b>					<b>\$3,971.21</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070722	BankFirst	195103		Nebraska Department of Revenue	\$11,091.65
Register	Register Paid Date	Account Code	Deduction		Amount
071422	7/14/2022	01-00941-000	State Withholding - NE		\$10,898.14
071422	7/14/2022	06-00941-000	State Withholding - NE		\$193.51
<b>Sub Total</b>					<b>\$11,091.65</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070722	BankFirst	195103		Nebraska Retirement System	\$59,790.29
Register	Register Paid Date	Account Code	Deduction		Amount
071422	7/14/2022	01-00941-000	NPERS		\$58,317.26
071422	7/14/2022	06-00941-000	NPERS		\$1,473.03
<b>Sub Total</b>					<b>\$59,790.29</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070722 HSA	BankFirst	195103		Patricia Wurdeman - HSA	\$110.19
Register	Register Paid Date	Account Code	Deduction		Amount
071422	7/14/2022	01-00941-000	HSA Patricia Wurdeman		\$110.19
<b>Sub Total</b>					<b>\$110.19</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070722 HSA	BankFirst	207276		Rosa Morelos - HSA	\$110.19
Register	Register Paid Date	Account Code	Deduction		Amount
071422	7/14/2022	06-00941-000	HSA Rosa Morelos		\$110.19
<b>Sub Total</b>					<b>\$110.19</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070722 HSA	BankFirst	195103		Shannon Carroll - HSA	\$681.38
Register	Register Paid Date	Account Code	Deduction		Amount
071422	7/14/2022	01-00941-000	HSA Shannon Carroll		\$681.38
<b>Sub Total</b>					<b>\$681.38</b>
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount
070722 HSA	BankFirst	195103		Teresa Soderberg - HSA	\$110.19
Register	Register Paid Date	Account Code	Deduction		Amount
071422	7/14/2022	01-00941-000	HSA Teresa Soderberg		\$110.19
<b>Sub Total</b>					<b>\$110.19</b>

Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
070722	BankFirst	195103		Vision Service Plan	\$1,022.65	
Register	Register Paid Date	Account Code	Deduction		Amount	
071422	7/14/2022	01-00901-000	Vision 125		\$179.03	
071422	7/14/2022	01-00941-000	Vision 125		\$792.51	\$971.54
071422	7/14/2022	06-00941-000	Vision 125		\$41.69	
071422	7/14/2022	06-00901-000	Vision 125		\$9.42	\$51.11
<b>Sub Total</b>					<b>\$1,022.65</b>	
Voucher Number	Bank Name	Account Number	Check Number	Vendor	Amount	
070722	BankFirst	195103	52803	Washington National Insurance Co	\$60.90	
Register	Register Paid Date	Account Code	Deduction		Amount	
071422	7/14/2022	01-00941-000	WA Natl - Cancer Ins 125		\$60.90	
<b>Sub Total</b>					<b>\$60.90</b>	
<b>Grand Total</b>					<b>\$459,607.29</b>	

# Wakefield Community School

## Check Payments By Fund Report

Accounting Cycle: FY21-22; Begin Date: 06/28/2022; End Date: 07/01/2022; Display Element Description: BUILDING; Check Type: Warrants; Sort By Element: FUND; Account Expression: [ALL]; Created On: 7/7/2022 3:10:45 PM

Sorted By	Value	Description		
FUND	01	General Fund		
Check Number	Check Date	Payee	Reason	Amount
	6/28/2022	Amazon	Iconikal Motivational Encouraging Inspirational Bookmarks, 100-Count	\$14.98
	6/28/2022	Amazon	Mavalus Tape 3/4" Wide x 1" Core (9 yards long) 4 Pack	\$26.88
	6/28/2022	Amazon	Paper Mate InkJoy Gel Pens, Medium Point, Pure Blue, 12 Count	\$17.79
	6/28/2022	Amazon	Shipping	\$11.20
	6/28/2022	Amazon	Teacher Created Resources Better Than Paper Bulletin Board Roll, Black - 77314	\$17.99
	6/28/2022	Amazon	3 Ring Binder, 1.5 Inch Clear View Cover with 2 Inside Pockets Binder, Colored School Supplies 1 1/2 Inch Round Ring Binders, in Pink, Red, Blue, Purple, Green, and Grey, Multicolor (6 PC) – by Enday	\$29.99
	6/28/2022	Amazon	5 Surprise Mini Brands Series 2 by ZURU (2 Pack) Amazon Exclusive Mystery Real Miniature Brands Collectible Toy Capsule - Gold (2 Pack PVC Tube Packaging)	\$12.99
	6/28/2022	Amazon	5 Surprise Mini Brands Series 3 Limited Edition 24-Surprise Pack Advent Calendar with 6 Exclusive Minis by ZURU	\$28.70
	6/28/2022	Amazon	ADAME Collector Case Compatible with Mini Brands 5 Surprise Series 1 2 3 Mystery Capsule Real Miniature Collectible Toy Shopkins Littles Mart Toys Storage Organizer Container(Box Only)	\$39.98
	6/28/2022	Amazon	Adtech W220-14ZIP50 Crystal Clear Glue Sticks, 50 Pieces	\$12.56
	6/28/2022	Amazon	Artificial Succulents Plants Faux Succulent Potted Plants - 4 Pack Fake Succulents Decorative Green Potted Plant in Pots for Indoor Outdoor Home, Desk Decor, Office Decoration, ,Wedding Gift	\$44.92
	6/28/2022	Amazon	Dixon Ticonderoga Wood-Cased #2 Pencils, Case of 72, Black	\$25.46
	6/28/2022	Amazon	Duck HD Clear Heavy Duty Packing Tape Refill, 4 Rolls, 1.88 Inch x 54.6 Yard, (240378)	\$11.32
	6/28/2022	Amazon	Elmer's All Purpose School Glue Sticks, Washable, 7g, 60 Count	\$19.84
	6/28/2022	Amazon	Full Size Hot Glue Gun for Crafts, 60W Large Glue Gun with 12 Glue Sticks and Stand, High Temp Heavy Duty Industrial GlueGun Kit for Crafting, Wood, PVC, Glass, Home Repair by Chandler Tool, Pink	\$21.49
	6/28/2022	Amazon	hand2mind Wood Economy Meterstick/Yardstick for School Classroom, Home, or Office (Pack of 10)	\$32.55
	6/28/2022	Amazon	Scissors, iBayam 8" Multipurpose Scissors Bulk Ultra Sharp Shears, Comfort-Grip Sturdy Scissors for Office Home School Sewing Fabric Craft Supplies, Right/Left Handed, 3-Pack, Mint, Grey, Purple	\$15.98
	6/28/2022	Amazon	Sticky Notes 3x3 inch Bright Colors Self-Stick Pads 24 Pads/Pack 70 Sheets/Pad Total 1680 Sheets	\$15.99
	6/28/2022	Amazon	Succulents Plants Artificial, EHWINE Mini Fake Plants in Imitation Cement Look Pots Small Realistic Fake Succulents Indoor for Desk Bedroom Office Decor, Pack of 6	\$12.99
	6/28/2022	Amazon	[500 Pack] Bulk Disposable White Uncoated Paper Plates, 9 Inch Large	\$28.99
	6/28/2022	Amazon	100 Pack Magic Sponge Eraser Extra Thick and Long Lasting Melamine Cleaning Sponges in Bulk - Multi Surface Power Scrubber Foam Cleaning Pads - Bathtub, Floor, Baseboard, Bathroom, Wall Cleaner	\$28.99
	6/28/2022	Amazon	5 x 7 Dry Erase Board Bulk Class Pack of 24	\$56.86

	6/28/2022	Amazon	50 Gray Crayons Bulk - Single Color Crayon Refill - Regular Size 5/16" x 3-5/8"	\$27.98
	6/28/2022	Amazon	8 Rolls Colored Masking Tape, Rainbow Colors Painters Tape, Multifunctional Craft Art Paper Tape for Painting, Home, Office, Kids Labeling Arts Crafts DIY Decorative 0.6 Inch Wide	\$6.59
	6/28/2022	Amazon	96 Strips Ruled Rainbow Sentence Strips, 3 x 24 Inches Word Strips Sentence Strips Lined Multicolored Sentence Strips for School Office Supplies, 5 Bright Colors	\$29.98
	6/28/2022	Amazon	Amazon Basics Push Pins Tacks, Clear Plastic Head, Steel Point, 200-Pack	\$4.87
	6/28/2022	Amazon	Balance Beam Boss (Jake Maddox Girl Sports Stories)	\$5.95
	6/28/2022	Amazon	BIC Wite-Out Brand EZ Correct Correction Tape - Applies Dry, White, Clean & Easy To Use, Tear-Resistant Tape, 4-Count, Dispenser colors may vary	\$7.99
	6/28/2022	Amazon	Cheer Choice (Jake Maddox Girl Sports Stories)	\$5.95
	6/28/2022	Amazon	Classic Chapter Book Collection (Pokémon)	\$33.92
	6/28/2022	Amazon	Composition Notebook, 8 Pack 8 Pastel Colors College Ruled Composition Books Bulk by Feela, Marble Cover Notepad Lined Cute Journal Notebooks for School Supplies Notes Taking Writing, 9.75 X 7.5 in	\$99.96
	6/28/2022	Amazon	Crayola Crayon Classpack, School Supplies, 16 Colors (50 Each), 800 Ct, Standard , Red	\$49.98
	6/28/2022	Amazon	Crayola Ultra Clean Washable Markers, Fine Line Marker Set, Gift for Kids, 40 Count	\$29.98
	6/28/2022	Amazon	Dab-O-Ink Bingo Dauber - 3 oz - 12 Pack - Assorted Colors	\$17.95
	6/28/2022	Amazon	Diary of a Noob for Roblox: Boxed Set	\$39.93
	6/28/2022	Amazon	Diary of an 8-Bit Warrior Box Set Volume 1-4	\$24.49
	6/28/2022	Amazon	Dry Erase Erasers, Eeoyu 48 Pack Magnetic Whiteboard Dry Erasers Chalkboard Cleaner Wiper for Kids and Classroom Teacher Supplies Home and Office, Green	\$12.98
	6/28/2022	Amazon	DUGATO Paint Tray Palette, Watercolor Palette 10x13 inches, 20-Well Plastic Palette for Oil, Watercolors & Acrylic Paints (1pcs)	\$9.95
	6/28/2022	Amazon	Dynarex Cotton Ball Large Non-sterile, 1000 Count	\$16.00
	6/28/2022	Amazon	Ejanmilar 24 Pcs Fidget Blocks, Push Pop Bubble Fidget Sensory Toy, Infinity DIY Pop It Building Blocks, Cool Gadgets for Kids & Adults	\$69.80
	6/28/2022	Amazon	Fire Extinguisher Brackets	\$20.95
	6/28/2022	Amazon	Gymnastics Jitters (Jake Maddox Girl Sports Stories)	\$5.95
	6/28/2022	Amazon	hand2mind Interlocking UniLink Math Linking Cubes, Plastic Cubes, Color Sorting, Connecting Cubes, Math Manipulatives, Counting Cubes for Kids Math, Math Cubes, Counters for Kids Math (Set of 100)	\$18.16
	6/28/2022	Amazon	IKAYAS 81 Pcs Carpet Spots Markers Floor Dots Carpet Circles Carpet Markers for Elementary School Classroom Decoration Teacher Supplies, Carpet Floor Dots Spots for Kids Social Distancing Wait Line Up	\$14.79
	6/28/2022	Amazon	IRIS USA Letter & Legal Size Plastic Storage Bin Tote Organizing File Box with Durable and Secure Latching Lid, Stackable and Nestable, 4 Pack, Black	\$219.96
	6/28/2022	Amazon	IRIS USA, Inc. 585161 KP-PC57 IRIS Photo and Embellishment Keeper (10 Pack), 5" x 7", Clear, 10 Count	\$59.98
	6/28/2022	Amazon	Jump Serve (Jake Maddox Girl Sports Stories)	\$5.95
	6/28/2022	Amazon	Learning Resources Phonics Cubes Class Set, Set of 18	\$65.38
	6/28/2022	Amazon	Legend of the Lure (Jake Maddox Sports Stories)	\$5.95
	6/28/2022	Amazon	Magnetic Pen Pencil Mesh Metal Basket Holder Container Storage Organizer for Kitchen Refrigerator Fridge Whiteboard Dry Erase File Cabinet Locker (Black)(Set of 2)	\$43.16
	6/28/2022	Amazon	mDesign Soft Fabric Wall Mount/Over Door Hanging Storage Organizer - 4 Large Cascading Pockets - Holds Office Supplies, Planners, File Folders, Notebooks - Chevron Zig-Zag Print - Taupe/Natural	\$25.98

6/28/2022	Amazon	Mr. Pen- Colored Popsicle Sticks, 200 Pack, 4.5 Inch, Colored Craft Sticks, Colorful Popsicle Sticks, Rainbow Popsicle Sticks, Wooden Sticks for Crafts, Colored Craft Sticks, Craft Popsicle Sticks	\$11.98
6/28/2022	Amazon	Mr. Sketch 2003992 Scented Washable Markers, Chisel Tip, Assorted Colors, 36 Count	\$40.98
6/28/2022	Amazon	Natural Wood Craft Sticks, 4.25 Inch Popsicle Sticks for Ice Cream, Crafts, Waxing, Art Projects & Party Food Labels (1,000 Sticks)	\$14.99
6/28/2022	Amazon	Neofomers Magnetic Building Tiles, 110 Pcs 3D Magnetic Building Blocks Set for Kids, STEM Educational Preschool Magnet Toys for Toddlers Boys Girls 3 4 5 6 7 8 Year Old with 2 Cars	\$52.99
6/28/2022	Amazon	New 50 Packs 3 Inch Arrow Spinners Black Arrow Game Spinner Board Game Spinner Plastic Arrow Spinner Arrow Toys for Party School Home Using Board Spinner (3 Inch)	\$10.99
6/28/2022	Amazon	New 50 Packs 3 Inch Arrow Spinners Black Arrow Game Spinner Board Game Spinner Plastic Arrow Spinner Arrow Toys for Party School Home Using Board Spinner (3 Inch)	\$11.99
6/28/2022	Amazon	Oxford Composition Notebooks, College Ruled Paper, 9-3/4" x 7-1/2", Black Marble Covers, 100 Sheets, 12 per Pack (63796)	\$55.00
6/28/2022	Amazon	Play-Doh Handout 42-Pack of 1-Ounce Non-Toxic Modeling Compound for Kid Party Favors, Trick or Treat, Classroom Prizes, School Supplies, Assorted Colors, Ages 2 and Up (Amazon Exclusive)	\$16.99
6/28/2022	Amazon	Play-Doh Modeling Compound 50- Value Pack Case of Colors , Non-Toxic , Assorted Colors , 1-Ounce Cans	\$21.80
6/28/2022	Amazon	Plieay 5 Pieces 7 Count Plastic Mesh Canvas Sheets for Embroidery, Acrylic Yarn Crafting, Knit and Crochet Projects (10.2 x 13.2 inch, Come with 4 Pieces Weaving Needles)	\$29.97
6/28/2022	Amazon	Quarterback Comeback (Team Jake Maddox Sports Stories)	\$5.95
6/28/2022	Amazon	RUBFAC 120 Balloons Assorted Color 12 Inches Rainbow Latex Balloons, Multicolor Bright Balloons for Party Decoration, Birthday Party Supplies or Arch Garland Decoration	\$9.99
6/28/2022	Amazon	Running Back Dreams (Team Jake Maddox Sports Stories)	\$5.95
6/28/2022	Amazon	Scotch Heavy Duty Packaging Tape, 2 Inches x 800 Inches, Clear - 2 Count	\$7.99
6/28/2022	Amazon	Scotch Thermal Laminating Pouches, 200-Pack, 8.9 x 11.4 Inches, Letter Size Sheets, Clear, 3-Mil (TP3854-200)	\$129.95
6/28/2022	Amazon	Sharpie Permanent Markers Ultimate Cosmic Color Collection, Fine and Ultra Fine Points, Assorted Colors, 45 Count	\$41.93
6/28/2022	Amazon	Shipping	\$6.95
6/28/2022	Amazon	Shipping	\$28.01
6/28/2022	Amazon	SitSpots® Black Carpet Floor Circle Sit Markers, Numbers 1-36 Pack Carpet Spots for Classroom   The Original Sit Spots for Your Classroom Carpet Seating	\$31.98
6/28/2022	Amazon	Slim Jim Plastic Recycling Bin	\$40.73
6/28/2022	Amazon	Small Double Sided Table Top Pocket Chart – by Essex Wares – for Individual or Small Group Usage in a Classroom or at Home – Fits Standard 3" Sentence Strips and Cards (Black)	\$29.98
6/28/2022	Amazon	Small WhiteBoard with Stand 10" X 10", ARCOBIS Magnetic Double-Sided Dry Erase White Board Easel for Desk Students Kids Home Office	\$28.60
6/28/2022	Amazon	Softball Surprise (Jake Maddox Girl Sports Stories)	\$5.95
6/28/2022	Amazon	Softball Switch-Up (Jake Maddox Girl Sports Stories)	\$5.95
6/28/2022	Amazon	Sounding Out the Sight Words: An Alternative to Rote Memorization	\$48.96
6/28/2022	Amazon	Speed Receiver (Team Jake Maddox Sports Stories)	\$5.95

	6/28/2022	Amazon	Stop Slow Double Sided Sign, 13" Aluminum Stop Slow Sign with Wood Handle, Metal Reflective Stop Slow Sign(1PCS)	\$35.98
	6/28/2022	Amazon	Striker Assist (Jake Maddox Sports Stories)	\$5.95
	6/28/2022	Amazon	The Hunter's Code (Jake Maddox Sports Stories)	\$5.95
	6/28/2022	Amazon	TIENO 60pcs Assorted Whiteboard Magnets Round Button Fridge Magnet Refrigerator Office Kitchen Decorative 6 Colors	\$21.98
	6/28/2022	Amazon	Trapped in a Video Game: The Complete Series	\$25.93
	6/28/2022	Amazon	Uncovering the Logic of English: A Common-Sense Approach to Reading, Spelling, and Literacy	\$26.98
	6/28/2022	Amazon	Volleyball Victory (Jake Maddox Girl Sports Stories)	\$5.95
	6/28/2022	Amazon	What Is LEGO? (What Was?)	\$4.99
	6/28/2022	Amazon	What Is Nintendo? (What Was?)	\$3.99
	6/28/2022	Amazon	What Is the Story of Batman?	\$3.99
	6/28/2022	Amazon	What Is the Story of Looney Tunes?	\$5.59
	6/28/2022	Amazon	What Is the Story of Scooby-Doo?	\$3.99
	6/28/2022	Amazon	What Is the Story of Wonder Woman?	\$6.28
	6/28/2022	Amazon	What Is the Super Bowl? (What Was?)	\$5.50
	6/28/2022	Amazon	What Is the World Cup? (What Was?)	\$4.00
	6/28/2022	Amazon	White Paper Bags with Handles - 8x4x10 Inch 50 Pack Small Kraft Shopping Bags, Craft Gift Totes in Bulk for Boutiques, Small Business, Retail Stores, Birthdays, Party Favors, Jewelry, Merchandise	\$42.54
	6/28/2022	Amazon	Who Are Venus and Serena Williams? (Who Was?)	\$4.00
	6/28/2022	Amazon	Who Is Dale Earnhardt Jr.? (Who Was?)	\$5.99
	6/28/2022	Amazon	Who Is David Beckham? (Who Was?)	\$5.29
	6/28/2022	Amazon	Who Is Derek Jeter? (Who Was?)	\$5.24
	6/28/2022	Amazon	Who Is Dwayne "The Rock" Johnson? (Who HQ Now)	\$4.99
	6/28/2022	Amazon	Who Is Jackie Chan? (Who Was?)	\$5.31
	6/28/2022	Amazon	Who Is Michael Jordan? (Who Was?)	\$3.47
	6/28/2022	Amazon	Who Is Pelé? (Who Was?)	\$5.29
	6/28/2022	Amazon	Who Is Tom Brady? (Who HQ Now)	\$3.99
	6/28/2022	Amazon	Who Was Babe Ruth?	\$3.99
	6/28/2022	Amazon	Who Was Muhammad Ali?	\$5.67
	6/28/2022	Amazon	Who Was Stan Lee?	\$5.29
	6/28/2022	Amazon	Yuanhe Bingo Magnetic Wand with 100 Chips - 5 Sets in Color Red, Green, Yellow, Purple and Blue Per Order	\$71.07
	6/28/2022	Amazon	Ziploc Sandwich Bags with New Grip 'n Seal Technology, 280 Count	\$10.29
	6/28/2022	Amazon	Ziploc Snack Bags for On the Go Freshness, Grip 'n Seal Technology for Easier Grip, Open, and Close, 280 Count	\$8.34
	6/28/2022	Amazon	Mirror on America: Essays and Images from Popular Culture by Mims, Joan T., Nollen, Elizabeth M. [Bedford/St. Martin's, 2011] (Paperback) 5th Edition [ Paperback ]	\$104.45
	6/28/2022	Amazon	Shipping	\$7.98
	6/28/2022	Amazon	Charging Station for Multiple Devices, MSTJRY 5 Port Multi USB Charger Station with Power Switch Compatible with iPhone iPad Cell Phone Tablets (White, 5 Mixed Short Cables Included)	\$38.98
	6/28/2022	Amazon	400 Pieces Punny Rewards Stickers Punny Labels Motivational Stickers Inspiration Positive Accents Words Stickers Cartoon Animal Stickers Cute Incentive Stickers for Kids Teacher School Classroom	\$11.99
	6/28/2022	Amazon	Amazon Basics Clear Thermal Laminating Plastic Paper Laminator Sheets - 9 x 11.5-Inch, 200-Pack	\$39.42
	6/28/2022	Amazon	Amazon Basics Twin Pocket File Folders with Fasteners, 25-Pack (Assorted)	\$10.72

6/28/2022	Amazon	Astrobrights/Neenah Bright White Cardstock, 8.5" x 11", 65 lb/176 gsm, White, 75 Sheets (90905-02) - Packaging May Vary	\$6.99
6/28/2022	Amazon	Avery Easy Peel Printable Address Labels with Sure Feed, 1" x 2-5/8", White, 750 Blank Mailing Labels (08160)	\$7.51
6/28/2022	Amazon	BIC Wite-Out Brand EZ Correct Correction Tape - Applies Dry, White, Clean & Easy To Use, Tear-Resistant Tape, 4-Count, Dispenser colors may vary	\$6.24
6/28/2022	Amazon	Binder Clips, 100PCS Binder Clips Assorted Sizes [2022 Upgrade] Large, Medium, Mini Binder Clips Combination, can use for Office, Home, School	\$10.99
6/28/2022	Amazon	Blue Summit Supplies Kids Scissors, Student Scissors with Comfort Grip, Bulk Safety Scissors for School and Classrooms, Orange, Blue, and Pink Children Scissors, 12 Pack	\$12.73
6/28/2022	Amazon	Discount	(\$0.01)
6/28/2022	Amazon	Everyone is Welcome Banner	\$5.99
6/28/2022	Amazon	Everyone is Welcome Dots Scalloped Border Trim	\$11.98
6/28/2022	Amazon	Everyone is Welcome Today is a Good Day Mini Bulletin Board	\$8.99
6/28/2022	Amazon	Fiskars SureCut Portable Paper Trimmer, 12 Inch Cut , Orange - 154450-1009	\$22.00
6/28/2022	Amazon	Mr. Pen Pink Pencil Erasers, Large, Pack of 12	\$5.95
6/28/2022	Amazon	Paper Mate EverStrong #2 Pencils, Reinforced, Break-Resistant Lead When Writing, 72-Count	\$13.85
6/28/2022	Amazon	Post-it Super Sticky Notes, Assorted Sizes, 15 Pads, 2x the Sticking Power, Supernova Neons, Bright Colors, Recyclable (4423-15SSMIA)	\$13.49
6/28/2022	Amazon	Super Duper Publications   Ask and Answer WH Question Five Fun Decks Combo   Communication and Language Processing Skills Flash Cards   Educational Learning Materials for Children	\$79.00
6/28/2022	Amazon	Trend Enterprises - T83919 All Year Cheer Stinky Stickers Variety Pack, 70 Designs, 8 Scents, Pack of 336	\$12.52
6/28/2022	Amazon	Trend Enterprises Stinky Stickers Variety Praisewords Stickers (TEPT6480)	\$9.49
6/28/2022	Amazon	BRAPILLOT Visual Kitchen Countdown Timer Wind Up Round 3" Magnetic Kids Timer Visual Analog 60 Minute for Cooking Teacher Classroom Meeting Kids Children Office... (Blue and Blue)	\$12.95
6/28/2022	Amazon	Chair Bands for Kids with Fidgety Feet, Alternative Seating in Classrooms, for Kids with Sensory ADHD ADD Autism and Sensory Needs, Chair Bands Made from Natural Latex, Good Resilience Toughness...	\$9.97
6/28/2022	Amazon	Dynamic Sand Art Picture Ocean Heart, Moving Sand Picture Art for Autistic, Desktop Art Decor Toys, Sand Sculptures in Motion Office Relax Toys to Keep You Calm! (7.3 x 5.7 inch - Blue)	\$14.75
6/28/2022	Amazon	EXPO Low Odor Dry Erase Marker   Chisel Tip Markers   Whiteboard Markers, Assorted, 36 Count	\$26.49
6/28/2022	Amazon	Kinetic Sand The Original Moldable Sensory Play Sand, Brown, 2 Lb	\$23.97
6/28/2022	Amazon	Lockways White Board Dry Erase Board 48 x 36 Inch, Magnetic Whiteboard 4 x 3, Silver Aluminium Frame, Set Including 1 Detachable Aluminum Marker Tray, 3 Dry Erase Markers, 8 Magnets	\$68.98
6/28/2022	Amazon	Mr. Pen- Emoji Dry Erase Eraser, 8 Pack, Dry Erase Eraser, Magnetic Dry Erase Eraser, Cute Smiley Magnetic Dry Erasers, Whiteboard Eraser, Mini Dry Erase Erasers, Mini Whiteboard Erasers, Dry Erasers.	\$7.99
6/28/2022	Amazon	No Battery Required Stainless Steel with Magnet Countdown Student Time Manager Loud Alarm Kitchen Mechanical Baking Reminder Timer (Yellow)	\$10.99
6/28/2022	Amazon	Online Stores USA23CF Classroom American Flag for Schools, 2 by 3-Feet	\$16.44

	6/28/2022	Amazon	Original Patented SPOP POPIT STRESS BALL Pack of 3 Fidget Toys Poppet Push Pop Bubble Fidget Popping Sensory Toy for Kids and Adults, Fidget Popper Stress Relief Ball Multipack (Blue Lightning 3 Pack)	\$17.99
	6/28/2022	Amazon	PAG Wood Desktop Literature Organizer Adjustable File Sorter Mail Center Magazine Holder Paper Storage Cabinet Classroom Keepers Mailbox for Office Home School, 12 Compartments, Black&White	\$99.99
	6/28/2022	Amazon	Secura 60-Minute Visual Timer, Classroom Countdown Clock, Silent Timer for Kids and Adults, Time Management Tool for Teaching (Yellow)	\$18.99
	6/28/2022	Amazon	Shipping	\$24.10
	6/28/2022	Amazon	Urban Shop Faux Fur Saucer Chair with Metal Frame, One Size, Mint	\$69.99
	6/28/2022	Amazon	US Flag Store Wall Bracket for Wall or Classroom,Silver,AWB	\$7.69
	6/28/2022	Amazon	voten Cube Storage Baskets Bins 11x11" for Cube Shelf Storage Organizer,Woven Cotton Colorful Rainbow Bin Nursery Storage Basket for Playroom Classroom Organization,Round 3Packs	\$39.99
	6/28/2022	Amazon	YoYa Toys Liquimo - Liquid Motion Bubbler for Kids and Adults (3-Pack) - Hourglass Liquid Bubbler - Timer for Sensory Play, Fidget Toy - Stress Management - Cool Desk Décor	\$18.99
	6/28/2022	Amazon	Zones of Regulation	\$71.99
	6/28/2022	Amazon	Emotions and Feelings Game to Improve Social Skills, Autism and Counseling Game for Kids, Speech Therapy Game, SkillEase Happy or Not Board Game, ADHD Game, ABA Therapy Materials	\$31.99
	6/28/2022	Amazon	24 Pack Bundle Sensory Fidget Toys Set-Liquid Motion Timer/Grape Ball/Mochi Squishy/Stretchy String/Flippy Chain/Easter Egg/Marble Mesh/Squeeze Bean/Cube for Autistic Kids, ADHD, Anti-Stress Toys	\$19.99
	6/28/2022	Amazon	Crayola Broad Line Washable Markers, 8 Markers, Classic Colors Pack of 10	\$23.67
	6/28/2022	Amazon	Crayola Crayons Bulk, Classroom Supplies for Teachers, 24 Crayon Packs with 24 Colors may vary	\$32.99
	6/28/2022	Amazon	Crayola Fine Line Markers Adult Coloring Set, Kids Indoor Activities At Home, Gift, 40 Count	\$14.97
	6/28/2022	Amazon	Faux Fur Saucer Chair Multiple Colors, Black	\$42.50
	6/28/2022	Amazon	Hasbro Gaming: Jenga Classic Game	\$15.84
	6/28/2022	Amazon	Play-Doh Modeling Compound 36 Pack Case of Colors, Non-Toxic, Assorted Colors, 3 Oz Cans (Amazon Exclusive)	\$24.99
	6/28/2022	Amazon	Sensory Liquid Motion Timer Bubbler Toy 3 Pcs. Set - Best Fidget Tool for Kids and Adults for Stress and Anxiety Relief and Relaxation, Pack of Calming Toy for Toddlers with Autism, Office Desk Decor	\$16.99
	6/28/2022	Amazon	The Fascinating Animal Book for Kids: 500 Wild Facts! (Fascinating Facts)	\$10.99
	6/28/2022	Amazon	The Fascinating Ocean Book for Kids: 500 Incredible Facts! (Fascinating Facts)	\$22.49
	6/28/2022	Amazon	The Fascinating Science Book for Kids: 500 Amazing Facts! (Fascinating Facts)	\$16.99
	6/28/2022	Amazon	The Year of Billy Miller	\$17.99
	6/28/2022	Amazon	Door Gasket	\$45.93
		<b>Amazon Total</b>		<b>\$3,911.03</b>
	6/28/2022	Century Link	Phone Service	\$394.60
	6/28/2022	Century Link	Phone/Internet Service	\$114.48
		<b>Century Link Total</b>		<b>\$509.08</b>
52800	6/28/2022	Creative Sites, LLC	PK Playground Equipment	\$19,686.00
		<b>Creative Sites, LLC Total</b>		<b>\$19,686.00</b>
	7/5/2022	Amazon	3 Pack Fake Hanging Plants with 3 Plant Hangers	\$25.99

	7/5/2022	Amazon	Sterilite Small 5 Drawer Unit	\$109.92
	7/5/2022	Amazon	(24 Pack) Sticky Notes 3x3 in Post Bright Stickies Colorful Super Sticking Power Memo Pads, Strong Adhesive, 74 Sheets/pad	\$15.99
	7/5/2022	Amazon	Amazon Basics Woodcased #2 Pencils, Pre-sharpened, HB Lead - Box of 150, Bulk Box	\$14.62
	7/5/2022	Amazon	Chair Bands for Kids with Fidgety Feet   Fidget Bands for Classroom Chair, Seats, Desk, or Bounce Bands - (12 -Pack) Anti-Snap & Non-Slip - Flexible Seating for Kids with ADHD and Sensory Needs	\$27.99
	7/5/2022	Amazon	Educational Insights The Original Fluorescent Light Filters: Tranquil Blue 4-Pack, Fluorescent Light Covers, Easy Install for Classrooms, Office, Hospitals & Home, Teacher Classroom Decor	\$33.34
	7/5/2022	Amazon	Elmer's Disappearing Purple School Glue, Washable, 30 Pack, 0.24-ounce sticks	\$8.27
	7/5/2022	Amazon	EXPO Low Odor Dry Erase Markers, Chisel Tip, Assorted Colors, 16 Count	\$19.44
	7/5/2022	Amazon	LINKYO Electric Pencil Sharpener Pro (Heavy Duty, Black)	\$24.99
	7/5/2022	Amazon	LOUKIN 12 Pack Dry Erase Lapboards, 12 x 9 Inches Double-Sided Small Whiteboard ,Lapboard Kit, Great for Teachers, Students, Children, Classroom and School	\$28.49
	7/5/2022	Amazon	Neenah Astrobrights Color Paper, 8.5" x 11", 24 lb/89 gsm,"Eco" 5-Color Assortment, 500 Sheets (22226), Assorted	\$15.99
	7/5/2022	Amazon	Post-it Super Sticky Easel Pad, 25 in x 30 in, White, 30 Sheets/Pad, 2 Pad/Pack, Large White Premium Self Stick Flip Chart Paper, Super Sticking Power (559)	\$49.99
	7/5/2022	Amazon	Rarlan Colored Pencils Bulk, Pre-sharpened Colored Pencils for Kids, 50 Assorted Colors, Pack of 6, 300 Count Coloring Pencils	\$25.57
	7/5/2022	Amazon	Rarlan Washable Markers Bulk, Markers for Kids, Classpack, 12 Colors,14 Boxes, 168 Count	\$29.96
	7/5/2022	Amazon	Scissors, Taotree 8" Multipurpose Scissor Bulk Pack of 5, Stainless Steel Sharp Scissors for Office Home General Use, High/Middle School Classroom Teacher Student Kids Scissors Supplies, Same Size	\$9.99
	7/5/2022	Amazon	Sharpie Tank Highlighters, Chisel Tip, Assorted Color Highlighters, Value Pack, 36 Count	\$30.87
	7/5/2022	Amazon	Sooez 6 Pack Clear Pencil Box, Plastic Large Capacity Pencil Boxes Plastic Boxes with Snap-tight Lid, Office Supplies Storage Organizer Box, Stackable Design and Stylish	\$20.99
	7/5/2022	Amazon	Trade Quest Plastic Clipboard Transparent Color Letter Size Low Profile Clip (Pack of 6) (Blue)	\$15.95
	7/5/2022	Amazon	Paper Mate 73015 Arrowhead Pink Pearl Cap Erasers, 144 Count	\$26.99
	7/5/2022	Amazon	Scotch Magic Tape, 6 Rolls, Numerous Applications, Invisible, Engineered for Repairing, 3/4 x 1000 Inches, Boxed (810K6)	\$13.99
	7/5/2022	Amazon	Sharpie Permanent Markers, Fine Point, Black, 12 Count	\$8.48
	7/5/2022	Amazon	Sharpie Permanent Markers, Ultra Fine Point, Black, 12 Count	\$13.75
	7/5/2022	Amazon	Wood-Cased #2 HB Pencils, Yellow, Pre-sharpened, Class Pack, 320 pencils	\$29.98
	7/5/2022	Amazon	IRIS USA MC Plastic Storage Drawer, Rolling Cart with Organizer Top	\$59.99
	7/5/2022	Amazon	Shipping	\$12.94
	7/5/2022	Amazon	Thermal Laminating Pouches	\$65.97
	7/5/2022	Amazon	UDL Now!: A Teacher's Guide to Applying Universal Design for Learning	\$29.99
	7/5/2022	Amazon	Magnetic Dry Erase Labels	\$37.98
		<b>Amazon Total</b>		<b>\$808.41</b>
	7/7/2022	Amazon-1	Discount	(\$0.01)

	7/7/2022	Amazon-1	Small Magnetic Double-Sided Whiteboards with Dry Erase Marker (8 X 12 inch) (12 Pack)	\$46.00
		<b>Amazon-1 Total</b>		<b>\$45.99</b>
52804	7/7/2022	Appeara	Mops, Towels & Uniforms	\$205.46
52804	7/7/2022	Appeara	BB Towels & Uniforms	\$101.25
52804	7/7/2022	Appeara	BB Towels & Uniforms	\$101.20
		<b>Appeara Total</b>		<b>\$407.91</b>
52805	7/7/2022	Awards Unlimited, Inc.	Record Board Plates	\$18.07
		<b>Awards Unlimited, Inc. Total</b>		<b>\$18.07</b>
52806	7/7/2022	Blick Art Materials	Orton Pyrometric Mini Bars 05 (box of 50)	\$20.62
		<b>Blick Art Materials Total</b>		<b>\$20.62</b>
52807	7/7/2022	Cengage Learning	Introduction to Sports Nutrition Workbook	\$187.50
52807	7/7/2022	Cengage Learning	Print Working Papers, Chapters 1-24 for Century 21 Accounting General Journal, 11th Edition	\$227.50
52807	7/7/2022	Cengage Learning	Shipping	\$170.51
52807	7/7/2022	Cengage Learning	Sports Medicine Hardcopy	\$1,795.00
		<b>Cengage Learning Total</b>		<b>\$2,380.51</b>
52808	7/7/2022	Central Valley Ag, Cooperative, Nonstock	Weed Spray	\$266.88
		<b>Central Valley Ag, Cooperative, Nonstock Total</b>		<b>\$266.88</b>
52809	7/7/2022	City of Wakefield	BB Utilities	\$33.70
52809	7/7/2022	City of Wakefield	Utilities	\$115.90
52809	7/7/2022	City of Wakefield	BB Utilities	\$87.98
52809	7/7/2022	City of Wakefield	Stadium Utilities	\$17.76
52809	7/7/2022	City of Wakefield	Utilities	\$3,646.83
		<b>City of Wakefield Total</b>		<b>\$3,902.17</b>
52810	7/7/2022	Country Nursery	Mulch	\$825.00
		<b>Country Nursery Total</b>		<b>\$825.00</b>
52811	7/7/2022	Cubby's Inc.	Drivers Ed Fuel	\$603.71
52811	7/7/2022	Cubby's Inc.	Mower Diesel	\$58.12
52811	7/7/2022	Cubby's Inc.	Bus Diesel	\$1,560.97
52811	7/7/2022	Cubby's Inc.	Suburban Fuel	\$135.54
52811	7/7/2022	Cubby's Inc.	Van Fuel	\$535.73
		<b>Cubby's Inc. Total</b>		<b>\$2,894.07</b>
52812	7/7/2022	Dollar General	Cleaning Supplies	\$13.80
		<b>Dollar General Total</b>		<b>\$13.80</b>
52813	7/7/2022	Egan Supply Co.	Supplies	\$356.65
		<b>Egan Supply Co. Total</b>		<b>\$356.65</b>
52814	7/7/2022	Ekberg Auto Parts, Inc.	Chrome	\$12.99
52814	7/7/2022	Ekberg Auto Parts, Inc.	Powered Belt	\$28.97
52814	7/7/2022	Ekberg Auto Parts, Inc.	Battery Maint Charger	\$31.99
52814	7/7/2022	Ekberg Auto Parts, Inc.	Blue Def	\$227.35
52814	7/7/2022	Ekberg Auto Parts, Inc.	Filter	\$26.49
		<b>Ekberg Auto Parts, Inc. Total</b>		<b>\$327.79</b>
52815	7/7/2022	ESU #1	Transition Review - LM	\$20.00
52815	7/7/2022	ESU #1	Fourth Quarter Billing	\$6,154.20
52815	7/7/2022	ESU #1	Fourth Quarter Billing	\$25,312.50
52815	7/7/2022	ESU #1	Fourth Quarter Billing	\$25,703.50
52815	7/7/2022	ESU #1	Fourth Quarter Billing	\$1,478.75
52815	7/7/2022	ESU #1	Fourth Quarter Billing	\$19,034.25

		<b>ESU #1 Total</b>		<b>\$77,703.20</b>
52816	7/7/2022	ESU #7	SPED Workshop	\$100.00
		<b>ESU #7 Total</b>		<b>\$100.00</b>
52817	7/7/2022	Holiday Inn Kearney	School Transportation Conf Lodging	\$119.95
		<b>Holiday Inn Kearney Total</b>		<b>\$119.95</b>
52818	7/7/2022	IKEA	Kallax Shelf unit, white	\$119.98
52818	7/7/2022	IKEA	Shipping	\$369.00
52818	7/7/2022	IKEA	Tax	\$48.55
52818	7/7/2022	IKEA	Trofast storage combinations with boxes	\$257.97
		<b>IKEA Total</b>		<b>\$795.50</b>
52819	7/7/2022	JAMF Software	Jamf School Subscription Renewal 08/02/2022 - 08/01/2023	\$2,530.00
52819	7/7/2022	JAMF Software	New license of Jamf School for the lifetime of an iOS, tvOS or macOS device	\$2,100.00
		<b>JAMF Software Total</b>		<b>\$4,630.00</b>
52820	7/7/2022	Jason Sears Flooring	Bathroom Floor Coverings	\$2,339.72
		<b>Jason Sears Flooring Total</b>		<b>\$2,339.72</b>
52821	7/7/2022	KSB School Law, PC LLO	Legal Services	\$97.50
		<b>KSB School Law, PC LLO Total</b>		<b>\$97.50</b>
52822	7/7/2022	La Quinta Inns & Suites Kearney	NCE Conf Lodging - MG	\$114.95
		<b>La Quinta Inns &amp; Suites Kearney Total</b>		<b>\$114.95</b>
52823	7/7/2022	Matheson Tri-Gas Inc	ITE Gases	\$343.99
		<b>Matheson Tri-Gas Inc Total</b>		<b>\$343.99</b>
52824	7/7/2022	McGraw-Hill School Education LLC	Reveal Math Shipping	\$30.65
		<b>McGraw-Hill School Education LLC Total</b>		<b>\$30.65</b>
52825	7/7/2022	Midamerica Books	Library Material	\$561.93
		<b>Midamerica Books Total</b>		<b>\$561.93</b>
52826	7/7/2022	Miller Building Supply	Supplies	\$991.16
52826	7/7/2022	Miller Building Supply	Supplies	\$6.49
		<b>Miller Building Supply Total</b>		<b>\$997.65</b>
52827	7/7/2022	NE State Fire Marshal	Boiler Inspection	\$180.00
		<b>NE State Fire Marshal Total</b>		<b>\$180.00</b>
52828	7/7/2022	Nebr Assoc Of School Boards	Online Standard Supt Evaluation Fee	\$250.00
		<b>Nebr Assoc Of School Boards Total</b>		<b>\$250.00</b>
52829	7/7/2022	Nebraska Department of Education	Introduction to GOLD	\$20.00
		<b>Nebraska Department of Education Total</b>		<b>\$20.00</b>
52830	7/7/2022	Olson's Pest Technicians	Pest Control	\$120.00
		<b>Olson's Pest Technicians Total</b>		<b>\$120.00</b>
52831	7/7/2022	Pac N Save, Inc.	SPED Summer School	\$58.08
		<b>Pac N Save, Inc. Total</b>		<b>\$58.08</b>
52832	7/7/2022	PowerSchool Group LLC	PowerSchool SIS Hosting	\$2,403.50
52832	7/7/2022	PowerSchool Group LLC	PowerSchool SIS Hosting SSL Certificate	\$454.27
52832	7/7/2022	PowerSchool Group LLC	PowerSchool SIS Maintenance and Support	\$3,883.00

		<b>PowerSchool Group LLC</b>		<b>\$6,740.77</b>
		<b>Total</b>		
52833	7/7/2022	PrecisionIT	Server Repair	\$95.00
		<b>PrecisionIT Total</b>		<b>\$95.00</b>
52834	7/7/2022	Priority Communications & Solutions Inc	Phone Console/Labels	\$398.50
52834	7/7/2022	Priority Communications & Solutions Inc	Phone Installation	\$792.11
		<b>Priority Communications &amp; Solutions Inc Total</b>		<b>\$1,190.61</b>
52835	7/7/2022	Quality Foods	SPED Summer School	\$18.23
		<b>Quality Foods Total</b>		<b>\$18.23</b>
52836	7/7/2022	RTI	Copier Lease	\$796.25
52836	7/7/2022	RTI	Copier Lease	\$796.24
52836	7/7/2022	RTI	AP-MNT-B AP mount bracket individual B: suspended ceiling rail, flat 15/16	\$37.83
52836	7/7/2022	RTI	AP-MNT-D AP mount bracket individual D: solid surface	\$44.16
52836	7/7/2022	RTI	AP-MNT-MP10-B AP mount bracket 10-pack B	\$344.76
52836	7/7/2022	RTI	Discount	(\$335.10)
52836	7/7/2022	RTI	HPE 1.92TB SATA 6G Read Intensive SFF (2.5in) SC Digitally Signed Firmware SSD	\$1,903.86
52836	7/7/2022	RTI	HPE 480GB SFF SC 6G MU SATA DS SSD	\$756.42
52836	7/7/2022	RTI	HPE 500W Flex Slot Platinum Hot Plug AC Low Halogen PS	\$153.85
52836	7/7/2022	RTI	HPE 5y TC Ess DL360 Gen10 SVC	\$3,967.95
52836	7/7/2022	RTI	HPE iLO Advanced 1-Svr Lic Incl 3yr Tech Support & Updates	\$320.51
52836	7/7/2022	RTI	HPE ProLiant DL360 Gen10 4214R 2.4GHz 12-core 1P 32GB-R P408i-a NC 8SFF 500W PS Server	\$3,141.03
		<b>RTI Total</b>		<b>\$11,927.76</b>
	7/7/2022	Staples	Chair Return	(\$312.74)
	7/7/2022	Staples	Office Supplies/Chair	\$465.68
		<b>Staples Total</b>		<b>\$152.94</b>
	7/7/2022	Symmetry Energy Solutions LLC	May Natural Gas - BHE195185	\$585.21
	7/7/2022	Symmetry Energy Solutions LLC	May Natural Gas - BHE231582	\$924.39
	7/7/2022	Symmetry Energy Solutions LLC	May Natural Gas - NGM829096	\$109.38
		<b>Symmetry Energy Solutions LLC Total</b>		<b>\$1,618.98</b>
52837	7/7/2022	US Games	Beach Ball - 20"	\$65.94
52837	7/7/2022	US Games	Coated Foam 9 3/4" Football Set of 6	\$142.99
52837	7/7/2022	US Games	Curve-A-Beam™	\$88.99
52837	7/7/2022	US Games	Foam Bat	\$56.97
52837	7/7/2022	US Games	MacGregor® Batting Tee	\$39.99
52837	7/7/2022	US Games	Shipping	\$97.56
52837	7/7/2022	US Games	Voit® Neon Softi Tuff 6.25 in. Balls (6-Pack)	\$104.99
52837	7/7/2022	US Games	Voit® Tuff-Coated Foam Soccer Ball	\$73.98
		<b>US Games Total</b>		<b>\$671.41</b>
	7/7/2022	VISA	A Morning with Dr. Jan Hasbrouck	\$70.00
	7/7/2022	VISA	Human Performance Meal	\$96.60
	7/7/2022	VISA	Old Foamy Demonstration Kit	\$30.38
	7/7/2022	VISA	Shipping	\$35.04
	7/7/2022	VISA	5 Subscriptions to Time for Kids, grade 5/6	\$27.50
	7/7/2022	VISA	5 senses book set	\$34.75
	7/7/2022	VISA	Shipping	\$11.95

	7/7/2022	VISA	Tri-State Regional SPED Law Conf Registration- JW	\$265.00
	7/7/2022	VISA	Membership - MR	\$104.00
	7/7/2022	VISA	School Nurse Conf Lodging - AB	\$253.68
	7/7/2022	VISA	School Leader & Law Conf Meal - JL	\$9.94
	7/7/2022	VISA	Renaissance Hotel Cancellation Fee	\$277.76
	7/7/2022	VISA	Filing Cabinet Keys	\$17.74
	7/7/2022	VISA	Office Chair	\$293.08
	7/7/2022	VISA	Post Office Box Rental	\$226.00
	7/7/2022	VISA	School Check In Enterprise Subscription	\$375.00
	7/7/2022	VISA	Time Clock Subscription	\$100.24
	7/7/2022	VISA	Membership Fee	\$99.00
	7/7/2022	VISA	Concrete Sealer	\$172.45
	7/7/2022	VISA	Gasket Kit	\$172.83
	7/7/2022	VISA	School Transportation Conf Meal - DV	\$10.37
	7/7/2022	VISA	A Morning with Dr. Jan Hasbrouck	\$70.00
		<b>VISA Total</b>		<b>\$2,753.31</b>
52838	7/7/2022	Wakefield Republican, The	Meeting Notice/Retirement Invite	\$80.31
52838	7/7/2022	Wakefield Republican, The	Meeting Proceedings	\$233.19
52838	7/7/2022	Wakefield Republican, The	Retirement Invite	\$70.00
52838	7/7/2022	Wakefield Republican, The	Sr Class	\$265.00
52838	7/7/2022	Wakefield Republican, The	Summer Lunch Menus	\$140.00
52838	7/7/2022	Wakefield Republican, The	Science Teacher Ad	\$126.00
		<b>Wakefield Republican, The Total</b>		<b>\$914.50</b>
52839	7/7/2022	Wakefield School Activities	Transfer	\$30,000.00
		<b>Wakefield School Activities Total</b>		<b>\$30,000.00</b>
52840	7/7/2022	Waste Connections of Nebraska Inc	Garbage Service	\$540.00
52840	7/7/2022	Waste Connections of Nebraska Inc	Rolloff Rental	\$55.00
		<b>Waste Connections of Nebraska Inc Total</b>		<b>\$595.00</b>
52841	7/7/2022	Wayne Herald	Science Teacher Ad	\$176.00
		<b>Wayne Herald Total</b>		<b>\$176.00</b>
52842	7/7/2022	Wigman Company	Plumbing Supplies	\$103.61
		<b>Wigman Company Total</b>		<b>\$103.61</b>
<b>Sub Total</b>				<b>\$181,795.22</b>

<b>Sorted By</b>	<b>Value</b>	<b>Description</b>
FUND	06	School Nutrition Fund

Check Number	Check Date	Payee	Reason	Amount
5577	7/7/2022	Appeara	Aprons, Mops & Towels	\$131.82
		<b>Appeara Total</b>		<b>\$131.82</b>
5578	7/7/2022	Cash-Wa Distributing	Food/Supplies	\$175.70
5578	7/7/2022	Cash-Wa Distributing	Food	\$4,761.09
5578	7/7/2022	Cash-Wa Distributing	Food/Supplies	\$2,447.29
		<b>Cash-Wa Distributing Total</b>		<b>\$7,384.08</b>
5579	7/7/2022	City of Wakefield	Utilities	\$6.10
5579	7/7/2022	City of Wakefield	Utilities	\$191.94
		<b>City of Wakefield Total</b>		<b>\$198.04</b>
5580	7/7/2022	Dollar General	Cleaning Supplies	\$15.50

		<b>Dollar General Total</b>		<b>\$15.50</b>
5581	7/7/2022	Greenberg Fruit Co.	Fruit	\$926.81
		<b>Greenberg Fruit Co. Total</b>		<b>\$926.81</b>
5582	7/7/2022	Hiland Dairy	Juice	(\$31.34)
5582	7/7/2022	Hiland Dairy	Juice	\$94.01
5582	7/7/2022	Hiland Dairy	Milk	(\$13.48)
5582	7/7/2022	Hiland Dairy	Milk	\$562.59
5582	7/7/2022	Hiland Dairy	Milk/Juice	\$474.44
		<b>Hiland Dairy Total</b>		<b>\$1,086.22</b>
5583	7/7/2022	Hobart Sales And Service	Pressure Regulator Valve	\$534.33
		<b>Hobart Sales And Service Total</b>		<b>\$534.33</b>
5584	7/7/2022	Holiday Inn Kearney	School Nutrition Conf Lodging - TM	\$338.85
		<b>Holiday Inn Kearney Total</b>		<b>\$338.85</b>
5585	7/7/2022	Miller Building Supply	Cleaning Supplies	\$9.37
		<b>Miller Building Supply Total</b>		<b>\$9.37</b>
	7/7/2022	Symmetry Energy Solutions LLC	May Natural Gas - NGM811131	\$162.68
		<b>Symmetry Energy Solutions LLC Total</b>		<b>\$162.68</b>
	7/7/2022	Sysco Lincoln	Food/Supplies	\$442.04
	7/7/2022	Sysco Lincoln	Food/Supplies	\$1,462.65
		<b>Sysco Lincoln Total</b>		<b>\$1,904.69</b>
	7/7/2022	VISA	Muscle Milk	\$64.44
		<b>VISA Total</b>		<b>\$64.44</b>
5586	7/7/2022	Waste Connections of Nebraska Inc	Garbage Service	\$180.00
		<b>Waste Connections of Nebraska Inc Total</b>		<b>\$180.00</b>
<b>Sub Total</b>				<b>\$12,936.83</b>
<b>Sorted By</b>	<b>Value</b>	<b>Description</b>		
FUND	08	Special Building Fund		
<b>Check Number</b>	<b>Check Date</b>	<b>Payee</b>	<b>Reason</b>	<b>Amount</b>
1222	6/29/2022	Lo's Designs LLC	Signage Down Payment	\$5,040.63
		<b>Lo's Designs LLC Total</b>		<b>\$5,040.63</b>
1223	7/7/2022	Nemaha Landscape Construction Inc	Stadium Construction Project	\$385,128.00
		<b>Nemaha Landscape Construction Inc Total</b>		<b>\$385,128.00</b>
<b>Sub Total</b>				<b>\$390,168.63</b>
<b>Grand Total</b>				<b>\$584,900.68</b>

# Wakefield Community School

## Check Payments By Fund Report

Accounting Cycle: FY21-22; Begin Date: 07/08/2022; End Date: 07/08/2022; Display Element Description: BUILDING; Check Type: Warrants; Sort By Element: FUND; Account Expression: [ALL]; Created On: 7/8/2022 9:27:56 AM

Sorted By	Value	Description		
FUND	01	General Fund		
Check Number	Check Date	Payee	Reason	Amount
52843	7/8/2022	McGraw-Hill School Education LLC	Reading Mastery Reading/Literature Strand Grade 1, Workbook A	\$149.40
		<b>McGraw-Hill School Education LLC Total</b>		<b>\$149.40</b>
52844	7/8/2022	Milliken, Ann M	Title III Mtgs Meal Reimb	\$52.06
		<b>Milliken, Ann M Total</b>		<b>\$52.06</b>
52845	7/8/2022	SeeSaw Learning Inc	Student License 8/1/22-7/31/23	\$1,371.65
		<b>SeeSaw Learning Inc Total</b>		<b>\$1,371.65</b>
52846	7/8/2022	Trenhaile, William D	Title III Mtgs Meal Reimb	\$10.05
		<b>Trenhaile, William D Total</b>		<b>\$10.05</b>
<b>Sub Total</b>				<b>\$1,583.16</b>
Sorted By	Value	Description		
FUND	06	School Nutrition Fund		
Check Number	Check Date	Payee	Reason	Amount
	7/8/2022	Sysco Lincoln	Parchment Paper	\$104.88
<b>Sub Total</b>				<b>\$104.88</b>
Sorted By	Value	Description		
FUND	08	Special Building Fund		
Check Number	Check Date	Payee	Reason	Amount
1224	7/8/2022	Certified Testing Services Inc	Concrete Technician	\$1,274.00
<b>Sub Total</b>				<b>\$1,274.00</b>
<b>Grand Total</b>				<b>\$2,962.04</b>

# Wakefield Community School

## Check Payments By Fund Report

Accounting Cycle: FY21-22; Begin Date: 07/11/2022; End Date: 07/11/2022; Display Element Description: BUILDING; Check Type: Warrants;  
 Sort By Element: FUND; Account Expression: [All]; Created On: 7/11/2022 4:45:11 PM

Sorted By	Value	Description		
FUND	01	General Fund		
Check Number	Check Date	Payee	Reason	Amount
	7/11/2022	Century Link	Phone Service	\$384.08
	7/11/2022	Century Link	BB Phone Service	\$115.54
		<b>Century Link Total</b>		<b>\$499.62</b>
52847	7/11/2022	CMBA Architects	Master Planning Basic Services	\$4,266.60
52847	7/11/2022	CMBA Architects	Master Planning Basic Services	\$500.00
		<b>CMBA Architects Total</b>		<b>\$4,766.60</b>
52848	7/11/2022	Farup, Matthew C	2022-23 Cell Phone Allowance	\$1,200.00
		<b>Farup, Matthew C Total</b>		<b>\$1,200.00</b>
	7/11/2022	Verizon	Mobile Hot Spots	\$201.54
		<b>Verizon Total</b>		<b>\$201.54</b>
<b>Sub Total</b>				<b>\$6,667.76</b>
<b>Grand Total</b>				<b>\$6,667.76</b>

## Troy L Holmberg

113 N. Ash Street

Leigh, Nebraska 68643

tholmberg@leigh.esu7.org (school) tholmberg1@yahoo.com (personal)

308-883-1918

### Summary of Educational Beliefs

We can engage students in successful learning with a well-developed curriculum based upon best practices and implemented to address student needs. A collaborative culture with high expectations of students, teachers and administration is paramount to achieving an effective learning environment and positive school climate. Parents and community members must be actively involved and their feedback valued in ensuring the success of our schools.

### Administrative Experience

#### **7-12 Principal/AD/Transportation Director - Leigh Community Schools** **2016-Current**

- Responsible for the supervision of 85-100 students and twelve certified staff members.
- Responsible for conducting formal evaluations along with conversations for growth corresponding to professional growth goals.
- Coordinated professional developmental opportunities correlated to CIP goals and the Marzano Instructional Model.
- Analyzed data in making certified and classified staffing suggestions to the superintendent. This included the addition of a technology coordinator and additional math teacher for increased offerings and intervention time within the school day.
- Developed a required weekly study hall for high school students on the ineligibility list.
- Worked with student groups to in implementing an academic recognition program corresponding to MAP testing with challenge goals by grade level.
- Collaborated with the guidance counselor in creating the master course schedule. Implemented a "Patriot Period" of 24 minutes for study time and scheduling of meetings.
- Acted as Title IX Coordinator for the district.
- As Activity Director, collaborated with the Clarkson AD in scheduling of games, obtaining officials, and coordinating game day responsibilities.
- Responsible for coordinating bus/van daily routes and organizing transportation for practices from Leigh to Clarkson as part of our activity cooperative.

## **High School Principal - Shelby-Rising City Schools**

**2013-2016**

- Developed the master schedule while collaborating with the Middle School and Elementary Principals in the effective utilization of shared staff.
- Coordinator of the Continual Improvement Progress team. Directed the school district in moving from the Nebraska Frameworks to AdvancED (now Cognia) certification.
- Served on an AdvancED external visitation team for the Sandhills Public School District in the 2014-2015 school year.
- Assisted in implementing the Marzano Instructional Model dedicating time at both building and district level meetings.
- Collaborated with the SRC Middle School Principal in a complete overhaul of the Student Handbook in layout, addition of necessary information, and elimination of procedures and policies no longer being implemented
- Assisted in development of the district curriculum development, alignment, and mapping process with the use of Curriculum Trak.
- Guided high school staff in expanded implementation of the PBiS behavior model.
- Implemented a recognition program for students achieving high scores on the ACT and NeSA assessments.
- Member of the strategic planning committee that developed short and long-term goals that ultimately led to a bond issue to create a single campus while closing the Rising City site.

## **7-12 Principal/AD – Wauneta-Palisade Schools**

**2009-2013**

- Developed a Reduce the Zeroes Program as part of an overall effort to improve student academic responsibility and promote consistent grading practices.
- Started an academic support program for students failing multiple courses.
- Initiated the Guaranteed and Viable Curriculum process in the 2012-2013 school year.
- Introduced a 1:1 trial iPad program for the junior class with the goal of gathering feedback and expanding the 1:1 program to other classes.
- Introduced a Facebook page for the dual purpose of promoting and communicating with stakeholders.
- Performed duties of the activities director including scheduling of events, hiring officials, updating NSAA information.

### **Teaching/Coaching Experience**

Chemistry Teacher, Columbus Public Schools 2005-2009

Assistant Football

Chemistry/Physics Teacher, Bishop Neumann Schools 1995-2005

Assistant Football, Assistant Track, Summer Weight Room Coordinator

7-12 Science Teacher, Falls City Sacred Heart 1992-1995

Assistant Football, Assistant Track, Summer Weight Room Coordinator

### **Educational Certification**

Iowa State University Ames, IA

Bachelor of Science – Sociology December 1991

Teaching Endorsement Area- Physical Sciences

University of Nebraska-Omaha Omaha, NE

Master of Science - Educational Administration May 2002

Current NDE Endorsements:

7-12 Principal

7-12 Chemistry, Physics, Earth and Space Science

Troy Holmberg  
tholmberg6023@gmail.com  
308-883-1918 (cell)  
402-487-3301 (work)

5/16/2022

Ms. Zach,

My name is Troy Holmberg and I am currently the 7-12 Principal/AD at Leigh Community Schools. I am requesting to be considered for the 7-12 science position at Wakefield Public Schools. Over the past thirteen years, I have worked as an administrator in smaller, Class C and D size school districts. My last teaching assignment was at Columbus High School from 2005 to 2009 where I taught various levels of chemistry and an occasional physics course.

As a teacher, I had a focus on demystifying and simplifying science through noting critical information, using analogies, chunking content, and discovery activities. Many students find scientific concepts difficult, particularly when abstract or seemingly contradictory to their initial thoughts. My goal is to break down concepts for better understanding. As an administrator in Shelby-Rising City and Leigh, I have assisted in the implementation of the Marzano Instructional Model. I would plan to reflect upon certain primary elements when developing and reviewing my lessons. I realize it could take me a little time to get back into the teaching groove. I have some familiarity with using Canvas as it is the LMS utilized at Leigh in grades 7-12.

Outside of the classroom, I have been involved in the Continuous Improvement Process both as a teacher and administrator. I enjoy analyzing data, particularly in looking for trends and making a deeper dive past the initial responses. While it has been awhile since I coached, my experience is in football (linemen) and track (throwers).

Thank you for your time and consideration. I appreciate the responses to my previous questions.

Sincerely,



Troy Holmberg  
7-12 Principal/AD/Transportation Director  
Leigh Community Schools

**WAKEFIELD COMMUNITY SCHOOL  
TEACHER'S CONTRACT**

**THIS CONTRACT** made by and between the School District of Wakefield, 90-0560 in the county of Wayne, in the State of Nebraska, hereinafter referred to as "District" and **Troy Holmberg**, a legally qualified teacher, hereinafter referred to as "Teacher".

**WITNESSETH:** That the Board of Education hereby agrees to employ the Teacher above named in the Schools of the District for the school year, which shall begin on or about August 15, 2022, and end on or about May 23, 2023. A full year consists of 185 days of service and that the Teacher hereby agrees to accept such employment at a salary of \$64,189.60 which will be prorated and under the following conditions:

**FIRST:** The salary of the Teacher shall be payable in equal installments from September to August. The first installment shall be payable on September 15<sup>th</sup>, 2022 and as the remaining installments shall be payable on the 15<sup>th</sup> day of each month thereafter.

**SECOND:** The teacher hereby agrees to be governed by the policies of the Board of Education of the District and that the teaching duties to be performed by him/her under this contract shall be subject to assignment of the Superintendent of the District with the approval of the Board of Education of the District; and further agrees to devote full time, during days of school to his/her position in all respects, to diligently and faithfully perform the assigned duties as Teacher to the best of his/her professional ability.

**THIRD:** In addition to the teaching duties set forth herein, the Teacher may be assigned such "extra duty" assignments as defined from time to time by the parties of this agreement which shall be upon such terms and conditions and at such additional rate of compensation the Teacher and the District may agree upon.

**FOURTH:** This contract may be canceled or amended by a majority of the members of the School Board during the school year for any of the following reasons: (a) upon cancellation, termination, revocation or suspension of the Teacher's certificate by the State Board of Education; (b) breach of any of the material provisions of this contract; (c) for any reason set forth in this contract; (d) incompetency; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality, or (i) physical or mental incapacity. Cancellation or amendment under this contract shall be governed by the provisions of Neb. Rev. Stat. §79-827.

**FIFTH:** That upon termination of this contract for just cause, or upon release of the Teacher from this contract, the compensation paid or to be paid hereunder shall be an amount which bears the same ratio to be prorated the yearly salary herein specified as the number of days of service to the date of such termination bears to 185 days of service. Any unearned fractional portion of an installment paid but not earned prior to termination of the contract shall be refunded by the Teacher.

**SIXTH:** There shall be no penalty for release or resignation by the Teacher from this contract; provided no resignation shall become effective until the close of the school year unless accepted by the Board of Education of the District and the Board shall fix the time at which the resignation is to take effect.

**SEVENTH:** This contract shall conform to the regulations governing deductions from the above stated compensation with reference to withholding tax, Social Security and teacher's retirement. Other deductions may be withheld as agreed to by the parties to this contract.

**EIGHTH:** The Teacher hereby affirms that he/she is not under contract with another School Board or Board of Education within this State covering a part or all of the same time of performance as is contemplated by this agreement. The Teacher further affirms that at the beginning of the term of this contract and throughout the term of this contract he/she holds or will hold a Nebraska Teaching Certificate. It is understood and agreed that this contract is not valid until the Teacher's Certificate, as herein listed, is registered with the Superintendent of Schools and that the Teacher shall not be compensated for any services performed prior to the date of registration of this certificate.

**NINTH:** Terms and conditions set forth in this agreement shall be subject to such wages and conditions of employment as may, from time to time, be mutually agreed upon by and between the Board and teachers or a duly recognized collective bargaining agent for said teachers, and said agreement, when reduced to writing, and executed by the parties, shall be deemed to be included herein by reference and shall become a part hereof.

**TENTH:** Hereafter, this contract may be continued by a separate, annual written "Renewal Agreement" which shall incorporate all the provisions hereof by reference, except as stated on such Renewal Agreement. Renewal Agreements or renewal contracts must be executed by the Teacher and delivered to the Superintendent of Schools or the Secretary of the Board of Education of the District within fifteen (15) calendar days of receipt thereof from the District. Said Renewal Agreement or renewal contract shall not be required to signify such acceptance by the Teacher prior to March 15<sup>th</sup>. Contract renewal, amendment, termination or cancellation shall also be subject to the requirements of Neb. Rev. Stat. §79-828 through §79-831 and any other applicable state statutes.

**ELEVENTH:** Other Contract Terms: Salary per negotiated agreement

**Step:** MA/13

**Index:** 1.64

**FTE:** 1.00

**Salary:** \$64,189.60

Executed 6/30/, 2022

Executed \_\_\_\_\_, 2022  
Wayne County School District 90-0560, Wakefield Community School

By Troy Holmberg  
Teacher

By \_\_\_\_\_  
President

7/07/2022

Please accept my resignation from my science teaching position at Wakefield Community Schools at the end of the 2022-2023 school year.

Sincerely,

A handwritten signature in blue ink, appearing to read "Troy Holmberg". The signature is written in a cursive style with a long horizontal stroke at the end.

Troy Holmberg



# Price Quote

8860 E. Chaparral Rd  
Suite 100  
Scottsdale, AZ 85250  
877-725-4257

Date 06/09/2022  
Quote No. 265598  
Acct. No. 03:wa:NE:12206939  
Total \$10,075.00  
Pricing Expires 09/07/2022

Wakefield Cmnty School District 90-0560  
PO Box 330  
Wakefield NE 68784

Payment Schedule	Contract Start	Contract End
Client agrees to pay \$275 per semester enrollment for any additional enrollments over the original purchase amount of 33. Usage checks to be performed and overage invoices to be prepared quarterly.  Net 30. Sales Tx if applicable	08/01/2022	07/31/2023

Site	Description	Comment	End Date	Qty	Amount
1. Wakefield High School					
	IS Professional Development Classic 6-12 - Access to asynchronous training video library, Virtual School Resources. Up to 2 ISPD Webinars.		07/31/2023	1	\$1,000.00
	IS Teaching per Semester (18 week) Course (14 day drop/add grace period)		07/31/2023	33	\$9,075.00

Subtotal \$10,075.00  
Total \$10,075.00

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Standard Terms and Conditions ("Terms and Conditions"). These Terms and Conditions are available at <https://www.imaginelearning.com/standard-terms-and-conditions>, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Imagine Learning's written consent.

Wakefield Cmnty School District 90-0560

Signature:   
Print Name: Matt Farup  
Title: Superintendent  
Date: 7-6-22

Imagine Learning Representative

Erin Minshew, M.Ed  
TEL (737) 218-8231  
EMAIL [erin.minshew@imaginelearning.com](mailto:erin.minshew@imaginelearning.com)

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to [AR@imaginelearning.com](mailto:AR@imaginelearning.com) or fax to 480-423-0213.



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

May 12, 2022

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

Dear Ms. Gothier,

Hiland Dairy is pleased to submit the following bid on dairy products for the 2022-2023 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	\$0.2900	Pint	Orange Juice	\$0.95
½ Pint	1% White	\$0.2950	Pint	Choc Premium	\$1.05
½ Pint	Fat Free Chocolate	\$0.3050	Pint	Strawberry	\$1.03
½ Pint	Fat Free Strawberry	\$0.3050	Pint	2% White	\$1.03
½ Pint	1% Chocolate	\$0.3000	5LB	Sour Cream	\$9.00
Gal	1% White	\$5.38	5LB	Cottage Cheese	\$10.00
4 oz	Orange & Apple Juices	\$0.20	5LB	Yogurt	\$6.95

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 2022

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

Thank you,

*Tim Flock*

Tim Flock, Norfolk Branch Manager  
Phone: (402)206-4297  
Fax: (402)371-0243  
tflock@hilanddairy.com

### **Milk Escalator / De-Escalator Pricing Clause (DFA Supplied)**

The pricing quoted is based on **May's 2022** Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers of America.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of \$.10 per CWT (up or down) will move the cost of a half pint \$ .00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate, re-sale products (ex. Tropicana, Sport Shake), etc. Supporting documentation will be supplied upon request.

All price changes will become effective on the 1<sup>st</sup> day of the month following the price announcement.

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 2022

Hiland Dairy Foods Co., LLC

*Rick Beaman*

Rick Beaman  
General Sales Manager



## GOOD MANUFACTURING PRACTICES

Hiland Dairy Foods Company makes every effort to ensure good quality and the safety of our products to our customers and consumers.

We have, therefore, instituted Code of Good Manufacturing Practices (GMP) Compliance for all employees. Below is an outline of that program.

- I. Definitions: Explains whom and what is covered under the compliance code.
- II. Disease Control: Defines transmittable diseases per Pasteurized Milk Ordinance (PMO). (PMO Section 13).
- III. Employee Grooming/Personal Hygiene Practices: All employees must maintain a high degree of personal cleanliness to prevent product contamination.
- IV. Handling Sanitation: Good sanitation practices must be maintained to assure product integrity.
- V. Ingredient, Process and Product Integrity: Finished products and raw ingredients must be handled and maintained in a manner to prevent exposure to extraneous matter.
- VI. Maintenance Related: Building areas and equipment must be maintained in a sanitary condition.
- VII. Receiving & Shipping: Products must be handled with care to prevent damage and exposure to adverse conditions.
- VIII. Coding: Product codes must be checked to ensure correct code and monitored to ensure proper rotation.
- IX. Quality Control: Quality control technicians monitor and audit the plant operations.
- X. Record Keeping: Proper records of product and ingredients coming into, while in, and leaving our possession, must be monitored and maintained per the time periods defined by regulatory.

Name: Ken Jackson

Title: Quality Assurance Manager

Date: 1/01/2022



## JUICE & MILK PRODUCTS FOOD SAFETY PROGRAMS

Hiland Dairy Foods is making every effort to ensure the safety of our products to our customers and consumers.

We have, therefore, instituted a comprehensive program, our Juice HACCP program & Milk Preventive Control program, in combination with supporting prerequisite programs, to form our Food Safety Systems Pyramid.

I. Hazard Analysis of Critical Control Points (HACCP) is a food safety system designed to ensure the manufacture of safe food products, and to prove the product was made safely. *HA* (Hazard Analysis) is the where and how part of the HACCP program and *CCP* is the proof that the control of the process and conditions set are being followed.

We have a Food Safety team comprised of employees, from varied disciplines in the plant, and management. The team describes the food (each product type manufactured) and its distribution, identifies the intended use and consumer of the product, and provides on-site verification of flow diagrams for each product type manufactured. (Ex: white milk, chocolate milk, sour cream, etc).

During the developmental stages of the HAACP and Preventive Control program, the team conducted a hazard analysis (determining whether a biological, chemical, or physical threat was posed), identified the critical control point (CCP) in the product flow (pasteurization, time and temperature), showed what prerequisite programs were in place, if it was not a CCP, and established critical limits for each stage. In addition, monitoring procedures (ex: temperature recording devices, charts, etc.), corrective action and verification & validation procedures were established. Any changes made in a product types' flow diagram are reviewed in a timely manner and all systems validated annually.

II. The attached sheet shows the prerequisite programs and their integration into the complete program (with no inference to their importance by their position on the pyramid).

A more detailed review of our program came be made, on site, with adequate notification and authorization.

Name Ken Jackson

Title Quality Assurance Manager

Date 01/01/2022



Hiland Dairy Company  
2901 Cuming Street  
Omaha, NE 68131  
402-344-4321 • 800-779-4321  
Fax: 402-348-0849

To all interested parties:

Hiland Dairy Foods company processes and packages 100% of all four-ounce juice products domestically. We source our juice 100% domestically which meets the Buy American Provision that over 51% of the final processed product consists of agricultural commodities that were grown domestically, with the following exception--orange juice.

Orange juice is sourced domestically whenever possible (in season), but some orange juice supply is sourced internationally when necessary due to insufficient quantities of a satisfactory quality.

Our research reveals that the cost of attaining a product containing at least 51% domestically grown oranges would cause the price to be significantly higher than a non-domestic product.

Scott Barnard

*Scott Barnard*

District Sales Manager

*A Splash of Freshness!*



# Kemps LeMars 2022-23 Dairy Bid

July 2022

Escalator Clause

Kemps LeMars Office

Bill To:

1402075

WAKEFIELD COMMUNITY SCHOOL DISTRICT

1345 12th Ave SW

Le Mars, IA 51031

7066

Kemps LeMars has prepared an escalator bid for your schools dairy program for the upcoming 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**

**ORDER METHOD FOR ALL SCHOOLS IN 2022-23 WILL BE ALL ON-LINE ORDERING. WEBSITE: <https://orders.deanfoods.com>**

**KEMPS WILL OFFER CREDIT FOR MANUFACTURING DEFECTS ONLY AT TIME OF DELVIERY. SINCE THIS IS A NEW PROCESS, IF KEMPS IS AWARDED THE BID, WE WILL ALLOW 90 DAY GRACE PERIOD WHERE WE WILL OFFER CREDIT.**

Milk 8OZ-HALF PINTS	Carton	Item #	Escalator
KEMPS SEL WHL ECO HP 50/CS	Paper	65378	
KEMPS SEL 2% ECO HP 50/CS	Paper	65379	
KEMPS SEL 1% ECO HP 50/CS	Paper	65380	0.2997
KEMPS SEL SKIM ECO HP 50/CS	Paper	65381	0.2850
TMOO 1% CHOC AGH FREE SQT HP 48/CS	Paper	47284	0.3324
TMOO SKIM CHOC AGH FREE HP 50/CS	Paper	45837	0.3013
TMOO SKIM STRAW HP 50/CS	Paper	46073	0.2673

Please fill in the below information, sign and return via mail, or email at [debra.carlson@kemps.com](mailto:debra.carlson@kemps.com) along with any other competitive bids and a 22/23 school calendar.

We  (Please circle one) We   
 Accept Decline

Accepting the bid..fill out the on-line ordering form and return with this signed bid.

## Order method: On-line ordering only.

Coolers are provided at no extra charge.

Kemps Dairy Items	Carton	Item #	Escalator
KEMPS SEL WHL PL GAL 4/CS	Plastic	66351	5.8518
KEMPS SEL 2% PL GAL 4/CS	Plastic	66352	5.3597
KEMPS SEL 1% PL GAL 4/CS	Plastic	66353	5.0405
KEMPS SEL SKIM PL GAL 4/CS	Plastic	66354	4.7522
KEMPS PT SEL CHOC 1% PL 20/CS	Plastic	66363	1.3006
KEMPS HG Lactose Free ESL Skim (other fat levels avail.)	Paper	66713	4.9319
KEMPS HG 2% Milk PL 9/CS	Plastic	66385	3.0920
KEMPS QT H&H PP 16/CS	Plastic	66498	2.8271
KEMPS PT HWC 36% STAB PAPER 28/CS	Paper	66658	3.5327
KEMPS GAL OJ 100% 4/CS	Plastic	66510	5.8636
KEMPS HG OJ 100% 9/CS	Plastic	66511	3.2878
KEMPS 6OZ OJ 100% SQT 48/CS	Paper	68306	0.3903
CIT SUN 100% JC 4OZ: Orange, Apple & Grape	Plastic - Foil Top	54950	0.2884
KEMPS 5LB CC 4% SMCRD 2/BX	Plastic Tub	66508	10.7967
KEMPS 5LB CC 2% SMCRD 2/BX	Plastic Tub	66507	10.9622
KEMPS 5LB CULT SR CRM PLN 2/BX	Plastic Tub	66506	10.4648
KEMPS 24OZ LIGHT SOUR CREAM 12/SLEEVE	Plastic Tub	66375	2.9309
KEMPS 1OZ SOUR CREAM POUCH REG	POUCH	68386	17.7915
KEMPS 5LB YOGURT(VAN/BLUEB/STR/PLAIN)	Plastic Tub	65400	9.7524
KEMPS HALF GAL 5% VAN IC MIX PL 9/CS	Plastic	66444	4.2841
ALA CARTE	Carton	Item #	Escalator
KEMPS PINT MILK (WHL,2%,FF,CHOC 1% & 2%)	Plastic	66364	1.3007
TMOO 14OZ WHOLE CHOC ESL PLASTIC 12/SLEEVE	Plastic	51063	1.5010
TMOO 14OZ 1% CHOC ESL PLASTIC 12/SLEEVE	Plastic	51064	1.5010
DPURE 14OZ WHL ESL PLASTIC 12/SLEEVE	Plastic	56780	1.5010
DPURE 14OZ 2% ESL PLASTIC 12/SLEEVE	Plastic	56781	1.5010

First Day of School:

Name of Kitchen/Food Service Director:

Phone #:

Email:

Signature:

Deliver /week: **2**  
 Locations: **1**  
 Coolers: **0**  
 Ship To's: \* Delivery Days and Times to be Determined\*

1402074 WAKEFIELD HIGH SCHOOL

Billing address: DFA Dairy Brands Corporate, LLC / PO BOX 776922/ CHICAGO IL 60677-6922

Phone: 800-332-6462.

**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.





# SQF Food Safety Audit Edition 9

## DFA Dairy Brands - Dean Foods - LeMars

### Summary

**AUDIT DECISION**  
**CERTIFIED**

**CERTIFICATION NUMBER**  
**100501 | 151249**

**AUDIT RATING**



**Excellent**

**DECISION DATE**  
**02/08/2022**

**AUDIT TYPE**  
**RECERTIFICATION**

**RECERTIFICATION DATE**  
**11/21/2022**

**AUDIT DATES**  
**01/04/2022 - 01/07/2022**

**EXPIRATION DATE**  
**02/04/2023**

**ISSUE DATE**  
**02/09/2022**

### Facility & Scope

**DFA Dairy Brands (21560)**  
**Changed on 01/06/2022 from: NDSM Chemung, LLC (21560)**  
Dean Foods - LeMars  
1188 Lincoln St. SW  
LeMars, IA 51031  
United States

**Food Sector Categories:**

- 10. Dairy Food Processing
- 16. Ice, Drink, and Beverage Processing

**Products:**

(10) Buttermilk, Condensed Acid Whey, Cottage Cheese, Dips, Egg Nog, Flavored Milk, Frozen Dessert Mix, Frozen Yogurt, Half & Half, Heat Treated Cream, Milk, Soft Serve Ice Cream Mix, Soft Serve Yogurt Mix, Sour Cream, Whipping Cream (16) Flavored Drink, Orange Juice

**Scope of Certification:**

(10) Buttermilk, Condensed Acid Whey, Cottage Cheese, Dips, Egg Nog, Flavored Milk, Frozen Dessert Mix, Frozen Yogurt, Half & Half, Heat Treated Cream, Milk, Soft Serve Ice Cream Mix, Soft Serve Yogurt Mix, Sour Cream, Whipping Cream (16) Flavored Drink, Orange Juice

### Certification Body & Audit Team

**Mérieux NutriSciences Certification**  
401 N Michigan  
Suite 1400  
Chicago, IL 60611  
United States

**Web Site:** <https://www.merieuxnutrisciences.com/>

**CB#:** CB-1-Mérieux

**Accreditation Body:** JAS-ANZ

**Accreditation Number:** Z3720906AB

**Lead Auditor:** Choi, Lamthiane (9767)

**Technical Reviewer:** Baker, Ute (9745)

**Hours Spent on Site:** 27

**Hours of ICT Activities:** 0

**Hours Spent Writing Report:** 4

### Non-Conforming

Certificate #

100501

Date of Audit

Jan 7, 2022

Date of Decision

Feb 8, 2022

Date of Expiration

Feb 4, 2023

Date of Next  
Re-Certification Audit

Nov 21, 2022

Audit Type

Recertification

# Certificate

**Mérieux NutriSciences Certification LLC certify  
that having conducted an audit at**

## **Kemps, LLC – LeMars**

1188 Lincoln Street

1345 4th Ave S

LeMars, Iowa, UNITED STATES, 51031

**Is registered as meeting the requirements of the**

SQF Food Safety Code for Food Manufacturing Edition 9

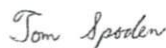
SQF Quality Code Edition 9

10. Dairy Food Processing : Buttermilk, Condensed Acid Whey, Cottage Cheese, Dips, Egg Nog, Flavored Milk, Frozen Dessert Mix, Frozen Yogurt, Half & Half, Heat Treated Cream, Milk, Soft Serve Ice Cream Mix, Soft Serve Yogurt Mix, Sour Cream, Whipping Cream

16. Ice, Drink, Beverage Processing : Flavored Drink, Orange Juice



Issuing Officer



Authorizing Officer

Mérieux NutriSciences

● 401 N. Michigan Avenue Suite 1400, Chicago, Illinois 60611  
● Tel. : +1 (312) 938-5151 ● [www.merieuxnutrisciences.com/us](http://www.merieuxnutrisciences.com/us)



**Better Food.  
Better Health.  
Better World.**

## **INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side 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 and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person 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 rules implementing Executive Order 12549. You may contact the person to which this proposal is 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 it 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 Excluded Parties List System (EPLS) at <http://epls.arnet.gov/>.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order 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 as appropriate, including suspension and/or debarment.

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CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY,  
AND VOLUNTARY EXCLUSION – LOWER TIER COVERED  
TRANSACTIONS

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This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 7 CFR Part 3017, Subpart C, Responsibilities of Participants Regarding Transactions.

**(Please read instructions on next page before completing Certification.)**


The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

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.

Dairy Farmers of America (DFA) Kemps LeMars  
Organization Name

School milk bid  
Award Number or Project Name

Jay Johnson-Director of Sales  
Name(s) and Titles(s) of Authorized Representatives(s)

  
Signature(s)

03/16/22  
Date





Produced & Distributed by Kemp's.

Dear Valued Customer:

Due to supply chain issues, paper cartons are in extremely short supply and all dairy providers are on allocation status currently. We have been informed by our vendor that we have plenty of cartons for the 2022-23 school year.

Understanding this issue, please try to make a supplier decision as quickly as possible so Kemp's can be a solid partner to all our school districts and bring on any new school district that may not be able to be serviced by their current provider this upcoming year.

In an effort, to streamline trucking, we will be requiring schools to order online. We will provide training and allow a 90-day grace period for adjustments. After the grace period you will be responsible for maintaining your own inventory. This process is very similar to how you are currently ordering from your foodservice distributor.

We have several schools who piloted online ordering with us in 2021-22 school year and have received solid reviews and made significant upgrades. We pride ourselves on being cutting edge with updated technology. The application can be accessed through your computer, tablet, or smart phone.



Thank you in advance for your understanding and collaboration.

Kemps LeMars

Kemps LeMars • 1345 12<sup>th</sup> Ave SW, LeMars, IA 51301 • 712-548-2200



# Wakefield Community Schools



~~2022-20232021-2022~~

## Parent/Student Handbook

Our Mission:

The Trojan mission is to embrace diversity, educate and support the whole learner, and empower students to be critical thinkers, lifelong learners, and global citizens. ~~The mission of Wakefield Community Schools 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 Community High Schools is accredited by Cognia (North Central Association) and the Nebraska Department of Education.

## Directory Information

### Board of Education

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

### Administration

Matt Farup.....	Superintendent
Angie Zach.....	Secondary Principal
Jerad Wulf .....	Elementary Principal

### Certified Staff

Mallory Anderson.....	Tier	II
<del>Intervention/Tech</del>		
Angie Borg.....	School Nurse	
Iris Borg.....	Math	
Matt Brenn.....	Alternative Ed	<del>4<sup>th</sup>, 5<sup>th</sup>,</del>
<del>6<sup>th</sup> Science/AD</del>		
Shannon Carroll.....	Math	
<del>LaVonne Carson.....</del>	<del>Spanish</del>	
Michael Clay.....	Social Studies	
Kari Cliff.....	ELL	
Beth Dather.....	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Science	
Emily David.....	Substitute	
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	
Lynette Haisch .....	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Math	
Timarie Hansen.....	Business	
<del>Lori Harding.....</del>	<del>Guidance</del>	
Mike Hassler.....	Art	
Micaela Hight.....	3 <sup>rd</sup> Grade	
Cathy Hoffart.....	1 <sup>st</sup> Grade	
Troy Holmberg.....	Science	
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	
Michelle Kotas.....	PK	
Tiffany Lamprecht.....	Media Center/Guidance	

Brandy Langley.....	1 <sup>st</sup> Grade
Audrey Loberg.....	2 <sup>nd</sup> 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 Music
Alejandra Orona Aguirre.....	ELL/Elem Art
Esly Ovando.....	Band/JH/HS Choir
Chris Pieper.....	Technology Education
<del>Pam Peters.....</del>	<del>PK</del>
<del>Mark Reimers.....</del>	<del>Science</del>
Kari Rooney.....	4 <sup>th</sup> ,5 <sup>th</sup> ,6 <sup>th</sup> Lang. Arts
Meg Rose.....	Guidance
Sara Schlickbernd.....	Reading Specialist
<del>Grade</del>	<del>4<sup>th</sup></del>
Samantha Schumer.....	PK
<del>Jan Simmons.....</del>	<del>English/ESL</del>
Linda Steinman.....	Kindergarten
Will Tietmeyer.....	ITE
Olivia Tracy.....	Language Arts
Bill Trenhaile.....	English
Jessi Vavrina Gallegos.....	ELL/Bus Driver
4 <sup>th</sup> ,5 <sup>th</sup> ,6 <sup>th</sup> Writing	
Brittany Vinchattle.....	Language Arts
Megan Virgil.....	Science
Joe Wendte.....	PE
Leslie Ziska.....	Technology
<b>Classified Staff</b>	
LaVon Anderson.....	Elem Secretary
Kim Barge.....	Para
<del>Lauren Barge.....</del>	<del>Para</del>
<del>Ashley Campbell.....</del>	<del>Para</del>
Carla Clay.....	Para
Josh Cliff.....	Para
Kris Does.....	Para
<del>Emily David</del>	<del></del>
<del>Kristi Foote.....</del>	<del>Lunchroom Manager</del>
Becky Gothier.....	Business Manager
Jean Hansen.....	Para
Rex Hansen.....	Maintenance
Sylvia Hernandez.....	Office
Chad Hoffart.....	Para

Marian Keagle.....	Bus Driver
Rhonda Lorenzen.....	Para
Bob Lubberstedt.....	Grounds
<del>Dawn Lubberstedt.....</del>	<del>HS Secretary</del>
Ivon Martinez.....	Para
Terri Miner.....	Lunchroom Manager
Rosa Morelos.....	Para
Blanca Moreno.....	Para
Christian Nelson.....	Kitchen
Pat Nicholson.....	Bus Driver
Tina Nuernberger.....	Para
Harold Odens.....	Evening Custodian
Josie Paulson.....	Custodian
<del>Christy Roberts.....</del>	<del>Kitchen</del>
<del>Megan Rose.....</del>	<del>Para</del>
Julie Siebrandt.....	Para
Darci Slama.....	Para
Teresa Soderberg.....	Para
Kara Starzl.....	Para
Kelsey Thomas.....	HS Secretary
Dwight Vander Veen.....	Transportation
Patricia Wurdeman.....	Custodian

**ESU#1 Staff - Certificated**

Wendy Consoli.....	Deaf Ed Teacher
Staci Fethkenher.....	PT
Angie Guenther.....	Transition Specialist
Vernae Luhr.....	Audiologist
<del>Keri Messersmith</del> Hart.....	Psychologist
Blythe Reinert.....	OT
Stacey Richart.....	Vision O & M
Becky Rieken.....	Vision Consultant
Anne Ronhovde.....	Speech Pathologist

Jaimie Mackling?

## Notice of Non-Discrimination

Wakefield Community Public Schools does not discriminate on the basis of, race, color, religion, national origin, sex, disability, or age, in its programs and activities and provides equal access to ~~the Boy Scouts and other~~ designated youth groups or programs. 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, contact <http://wdcrobcolop01.ed.gov/CFAPPS/OCR/-contactuus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481. For additional prohibited discrimination and related information, please review school district policy 4001 - Nondiscrimination.

## Designation of Coordinators

Any person having inquiries concerning this district's compliance with Title VI (discrimination or harassment), Title IX (gender equity), Section 504 of the Rehabilitation Act and the Americans with Disability Act, Homeless student laws, or Safe and Drug Free Schools and Communities should contact the Wakefield Community Schools Administrative Office.

## School Hours

Office: 7:30 a.m. to 4:00 p.m.

Morning Pre-K: 8:15 a.m. - 11:15 a.m.; Afternoon Pre-K: 12:30 a.m. - 3:35 p.m.

Elementary: 8:15 a.m. - 3:35 p.m.

Secondary: 8:10 a.m. - 3:40 p.m.

## Bell Schedules

### Regular School Day

Period 1	8:10 - 8:57
Period 2	8:59 - 9:46
Period 3	9:48 - 10:35
Period 4	10:37- 11:24
Period 5A	11:26 - 11:50
Period 5B	11:53 - 12:16
Period 5C	12:18 - 12:43
Period 6	12:46 - 1:33
Period 7	1:35 - 2:22
Period 8	2:24 - 3:11
Trojan Time	3:13 - 3:40

### Two-Hour Late Start

Period 1	10:10 - 10:46
Period 2	10:48 - 11:24
Period 5A	11:26 - 11:50
Period 5B	11:53 - 12:16
Period 5C	12:18 - 12:43
Period 3	12:46 - 1:19
Period 4	1:21 - 1:54
Period 6	1:56 - 2:29
Period 7	2:31 - 3:04
Period 8	3:06 - 3:40

### 2:00 Dismissal

Period 1	8:10 - 8:47
Period 2	8:50 - 9:27
Period 3	9:30 - 10:07
Period 4	10:09 - 10:46
Period 6	10:48 - 11:24
Period 5A	11:26 - 11:50
Period 5B	11:53 - 12:16
Period 5C	12:18 - 12:43
Period 7	12:46 - 1:22
Period 8	1:24 - 2:00

## School Closings

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

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

**Radio** – KTCH, Wayne

**Internet** – Check the following websites – <http://www.ktiv.com>, <https://www.wakefieldschools.org/>

**District Mass Messaging** – district mass communication system will call primary and emergency phone numbers. *If you do not wish to be notified by the mass messaging system, please let the office know.*

It may become necessary to dismiss classes during the school day because of bad weather. For such an event, it is important that parents/guardians have provided 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, go to a 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 talk with 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 make have an announcement should contact the school secretary before 2:45 p.m. This will 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) ~~to~~ 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 card for each child enrolled in the district. The card 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. ~~Before visiting a classroom, permission must be given through the school office.~~ We request that parents not plan visits during the first two weeks or the last two weeks of ~~each semester-school.~~

All parents and visitors must buzz in (between 8:20 a.m. and 3:35 p.m.) and enter and exit the building through the main doors during school hours. ~~Before visiting a classroom, permission must be given through the school office.~~ Visitors will be asked to sign in and will receive an identification tag, which they are required to wear throughout their time in the school building. Visitors must sign out in the office prior to leaving.

Brothers and sisters are permitted to visit if accompanied by parents, but we ask that they do not attend parties or field trips. Relatives or friends from other schools who wish to visit may do so for a period of time not to exceed 1/2 day. These visitors are to have advance approval from classroom teachers and the building principal.

If a child wishes to bring a pet to school for show and share time, he/she must ask the homeroom teacher for permission. An adult must accompany the child and pet to school, and the pet must be returned home immediately after sharing time. Animals may not be left at school all day.

## Notice Concerning Staff Qualifications

The Every Student Succeeds Act of 2015 gives parents the right to acquire information about the professional qualifications of their child's classroom teachers. Upon request, Wakefield ~~Community~~ Schools will give parents ~~or concerned party~~ 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. **The concerned party** 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.

**School administration** 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 **the parent** you in a timely manner.

Finally, Wakefield **Community** Schools will give timely notice to **parents** you if **their** 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, **upon request**, 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~~ **request**.
  - a. A parental/**guardian** 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/**Guardians** 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/**guardian** 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/**guardian** review. Parents/**Guardians** 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/**guardians** 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/guardian'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/guardians 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/guardians who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.
  - c. National Assessment of Educational Progress: As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least **three** days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
  - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
  - b. Students' participation in surveys is voluntary. Parents/Guardians may restrict their child from participating in any survey. (Board Policy 5018)

### **Title I Parent Involvement Policy (District & School Building Combined)**

The school district will jointly develop with parents a School-Parent-Student Compact that outlines shared responsibility for improved student academic achievement.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I program shall include, but is not limited to:

1. An ~~a~~Annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this ~~program~~part, to explain the requirement of this ~~program~~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, ~~parents who~~ are economically disadvantaged, ~~parents who~~ 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 ~~parent-teacher conferences,~~ ~~parents guardians may request a conference with specific teachers 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, PowerSchool, 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.
- 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 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 a parent/guardian stating the reason for absence. Parents/guardians must notify the school by note or telephone before 8:10 a.m. of a student's absence or tardiness. If the school is not notified, a call will be made to the parent/guardian or law enforcement to determine the child's whereabouts and safety. For parent convenience, voice mail will take calls prior to 7:45 a.m. 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 an excessive number/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. Parents should make every attempt to schedule medical and other appointments after school hours when possible. 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 ~~or skills of certain 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 Schools 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 ~~may~~will prepare a supply list for students at the beginning of the school year, ~~if needed~~.

### **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 7:30 a.m. until 8:10 a.m. 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 ~~meal limited "courtesy meal" option, such as a plain sandwich, fruit and milk.~~

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging for extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

### **Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or ~~his or her~~ designee will contact households about unpaid meal charges ~~to~~ 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, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

### **Closed Campus**

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Nothing in this policy shall prevent the school from sending a student home when the student is ill. (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 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**

At the beginning of each school year, a \$10 fee (or \$30 per family) will be required of all students. This money will be used to cover the first time cost of repaired iPads, replacement cases, and replacement pencils up to \$200 throughout the school year.

## 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. See [appendix](#).

#### 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	\$0 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.
<del>FFA</del>	<del>Annual membership fee of \$40. Student <del>ff</del></del>
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.

Color Guard

**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

*As of April 20, 2021, U.S. Department of Agriculture has extended free lunch and breakfast to all students through the 2021-2022 school year. This is subject to change.*

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 as detailed by the instrumental music teacher.

Color Guard students must purchase outfits and shoes selected by the sponsor and/or student group.

**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 his or her ~~the~~ 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 \$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 **as 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 **the** 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 are issued 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.
- The school/teachers must notify parents when a student is in danger of failing prior to the end of the grading period. Parents are encouraged to check PowerSchool regularly.

### K-3 Legend

4-Exceeds grade level expectations

3-Meets grade level expectations

2-Shows growth/progress in this standard

1-Needs intensive support with this standard

### Grades 4-12 Legend

A+	98-100	4.000	C+	75-79	2.333
A	93-97	4.000	C	70-74	2.000
A-	90-92	3.667	D+	65-69	1.667
B+	85-89	3.333	D	60-64	1.000
B	80-84	3.000	F	< 60	0.000

### 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.

### High Honor Roll

A student must carry a 94 or higher in all subjects.

### 7-12 Honor Roll

To become an honor student, a student must have carried no grade below 85 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 warning/probation for that week. If the student fails to raise his grades to a passing level (60% 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 (60% or better). Conversely, if the student does raise his or her grades to 60% 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 warning/probation/ineligible list. Examples of this may include required After School Program, students staying after school on early-dismissal days to complete homework, etc.

### **Graduation Requirements**

The following is a brief guide, which should assist students in selecting courses for. Students should consult with their parents, teachers, guidance counselor or the principal if they 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 a diploma from the district.

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 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 T~~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 purposes.

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 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 T~~this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. 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" includes 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 his or her 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.

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. 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. 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. (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 visibleable to be seen;
- Strapless garments, bare midriff (belly button styles), visible shoulder straps must be at least one inch wide (no tube tops, crop top shirts, low-cut blouses, tank tops, spaghetti straps, or see-through clothing);
- 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 wornk too low;
- Clothing that shows cleavage, or is too revealing;
- Shorts, skirts and dresses should be of an appropriate length (rule of thumb for length: the location of the fingertips when standing normally);
- Bare midriff (belly button) styles, see through and low cut blouses, halters, tank 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, ~~sunglasses~~, bandanas, ~~gloves, or 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 the ~~student~~ to change ~~his or her~~ their clothing, or send ~~him or her~~ 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 ~~for~~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 "~~p~~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 a teacher's ~~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 ~~a.m.~~AM to 12:30 ~~p.m.~~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 ~~will report to~~ ~~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 possibly participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their ~~i~~n-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 ~~p~~Principal or the ~~p~~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 ~~p~~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 ~~p~~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 pPrincipal ordering the short-term suspension before or at the time the student returns to school. The pPrincipal 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 ~~will~~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 pPrincipal 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 sSuperintendent 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 sSuperintendent.
- 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 communication~~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 ~~on~~ 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 simulate 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 pPrincipal shall file with the sSuperintendent a written charge and a summary of the evidence supporting such charge.
2. The pPrincipal 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, ~~and~~ 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 ~~s~~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, ~~p.~~ 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 ~~extend the~~ ~~consider the~~ ~~extension~~ of exclusion beyond five days, such ~~determination~~ ~~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.. 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 antidiscrimination policies.

### **Support for Students Who Have Experienced Bullying**

Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

### **Bullying Prevention and Education**

Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying 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 ~~content 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. This, 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.
  - 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.
- 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. ~~They also, 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. ~~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 ~~parking on school property~~~~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, Aptegey 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 ~~while waiting~~ 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, to or~~ damage property with the purpose of terrorizing others, to cause another ~~or of causing~~ the evacuation of the bus. ~~or in reckless disregard of causing such terror or inconvenience.~~

**Emergency Incident Reports**

Bus drivers will provide written documentation of any of the emergency events specified in this policy by completing the bus log form. 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 **an authorized school employee** ~~their school building.~~

**3. Evacuation of Students with Disabilities**

The ~~t~~ransportation 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 in the school bus or in a 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 stay wait in a safe place, clear of traffic and away from where the vehicle stops, while waiting for the bus or school vehicle to arrive. ~~clear of traffic and away from where the vehicle stops.~~
3. Students are prohibited from fighting, engaging in bullying, harassing others ~~ment~~ or engaging in horseplay.
4. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students are prohibited from throwing or passing objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance ~~in~~ on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals ~~in~~ into the vehicle.
9. 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.
10. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
11. 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.
12. 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
13. Students must respect the rights and safety of others at all times.
14. Students must help keep the vehicle clean, ~~sanitary~~ and orderly. Students must remove all personal items and trash upon exiting.
15. 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.
16. 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
- Email 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 (FERPA). 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. (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 and 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 ~~hashave~~ 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 ~~will~~ 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 ~~of the~~ 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 ~~a~~ student who makes ~~s~~ 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, ~~or~~ 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. This appeal must be in writing.
  - b. This appeal must be received by the superintendent no later than ten (10) business days from the date ~~or~~ the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

- c. The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
    - d. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complainant involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received the written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
  - a. This appeal must be in writing.
  - b. This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e. There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:
  - a. Determine whether the complainant has discussed the matter with the superintendent.
    - i. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.
    - ii. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b. Strongly encourage the complainant to reduce his or her concerns to writing.
  - c. Determine, in his or her sole discretion, whether to refer the matter to the board of education for consideration at a regular or special meeting.
  - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.
7. NO Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.
8. BAD Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. 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 suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

## **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 ~~his~~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.
- 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, ~~he~~~~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, ~~or~~ 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 re-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 is characterized by ~~r~~Red lesions, often with scab and discharge. It is ~~h~~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 ~~prescribed by a doctor.~~ ~~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 is a ~~f~~Fungal infection appearing as scaly oval lesions of the skin. Treatment needs to be started and areas must be covered.

### School 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 ~~him~~them home until consulting with your physician. ~~The s~~Students may return to school when ~~he is~~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 **the last** 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 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 **that are** comparable to services provided to other students in the school ~~selected~~ regardless of residency. Homeless children shall be **f**

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.~~

#### **Overview**

The procedure for initial and random drug testing of students in athletics and extracurricular activities is accomplished in conjunction with an independent drug testing Drug Program Administrator (DPA) approved by the Board of Education. Prior to the initial testing, the DPA is provided by the Designated Official a list of eligible students and in turn randomly selects these students for drug testing at regular intervals. The DPA will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The DPA will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the Designated Official by the MRO. Specimens are collected as split specimens.

#### **1. Purpose of Random Drug Testing**

Recognizing that observed and suspected use of alcohol and illicit drugs by Wakefield Community Schools students is a serious concern, a program of deterrence will be instituted as a proactive approach to a truly drug free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program guided by the **following** principles:

- 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 a safe, drug-free schools.~~
- c. The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.
- d. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs.
- e. 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.
- f. To encourage students who use drugs to participate in drug treatment programs;
- g. Prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Wakefield Community Schools.
- h. 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.

The program is designed to create a safe, drug free, environment for students and assist them in getting help when needed.

#### **SUPPORTING DATA**

Random urine drug testing of a public school is legal as determined by the United States Supreme Court in the case of **Vernonia School District 47J (Oregon) v. Wayne and Judy Acton** and **Pottawatomie v. Earis**.

#### **2. Non-Punitive Nature of Policy**

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Wakefield Community School Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Wakefield Community School Board of Education, to the extent permitted by such subpoena or legal process.

- 3. **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.~~ is responsible for reading the policy in the Student Handbook. The Student Handbook is available online at [www.wakefieldschools.org](http://www.wakefieldschools.org) or a hardcopy can be obtained at the High School office.

- 4. **Designated Official ~~Drug Testing Coordinator~~.** The Designated Official ~~Drug Testing Coordinator~~ shall be the ~~s~~Superintendent or his or her designee unless otherwise indicated.

#### **5. Testing Year.**

The testing year begins the date the first activity/practice for the upcoming school year commences and continues for 365 days thereafter.

## 6. Sample Collection.

Samples will be collected as outlined under Drug Program Administrator Requirements, Paragraph 5 and 9 below. Any eligible student selected randomly for urine drug testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to participate until the proper specimen is provided. Arrangements may be made for special collections at a Collection site with prior approval of the Designated Official. There may be an additional fee associated with the use of an off-site collection point.

## 7. Drug Program Administrator Requirements

At a minimum, the Vendor must be able to provide the following services:

### a. Random Selection of Eligible Students

Once provided a list of eligible students, the DPA must select the required number of students in a random and confidential manner. Up to bi-weekly, the DPA will arrange with the Designated Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected student names will be given to the Designated Official, who will arrange for these students to report to the collection area.

### b. Collection of Urine Specimens

The DPA will oversee the collection of urine specimens as outlined in the **Procedures for Random Urine Drug Testing of Wakefield Community School Students**. Chain of Custody forms will be provided by the DPA that meet the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

### c. Testing of Urine Specimens

The DPA will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the **Substance Abuse and Mental Health Services Administration (SAMHSA)**. The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immunoassay technique, with all presumptive positive results then confirmed by a **Liquid Chromatography/Mass Spectroscopy (LC/MS)** or similar confirmatory test.

### d. The testing laboratory must be able to test for the following drug classes, substances or their metabolites in collected urine specimens. The Building principal may specify specific classes of substances to be tested.

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiates
Phencyclidine	Propoxyphene	Synthetic Cannabinoids

### e. Medical Review Officer (MRO) Services

The DPA will provide MRO services by a licensed physician who is certified by the **Medical Review Officer Certification Council (MROCC)** or the **American Association of Medical Review Officers** as having proven by examination to have had the appropriate medical training to interpret and evaluate drug test results and thus qualified for certification as a Medical Review Officer. Additionally the MRO must demonstrate a willingness to abide by the **Procedure for Random Urine Drug Testing of Wakefield Community School** as to the evaluation of positive drug tests and reporting findings in a timely and confidential manner. All results will be kept on file for a period of five year.

f. **Reporting of Random Urine Test Results by DPA**

The MRO will certify all urine drug screens as negative or positive. Positive findings will be reported by telephone in a confidential manner to the Parent and then the Designated Official.

g. **Statistical Reporting and Confidentiality of Urine Drug Test Results**

The DPA, testing laboratory, or MRO may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Wakefield COmmunity School Board of Education. The DPA will provide the Designated Official with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

8. **Activities subject to the Drug Testing**~~Extracurricular Activities~~. This policy applies to any activity that meets the guidelines of any 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, Skills USA, Football, Golf, NHS, One-Act, Pep Band, Quiz Bowl, Speech Team, ~~Skills USA~~, Student Council, ~~Swing Choir~~, Color Guard, Track, Volleyball, Wrestling.

For grades 7-8:

Basketball, FBLA, FCCLA, FFA, Skills USA, Color Guard, Football, ~~Swing Choir~~, Student Council, Track, ~~—~~Volleyball, Wrestling.

Activities under these guidelines shall also include activity events, trips, conferences, community service events, dances, Homecoming events (including coronation and dance), Prom (including the grand march and dance), Post Prom, the Athletic Banquet, and music trips. Music students will be held to the guidelines for solo or small group performances, but shall be allowed to participate in large group performances (such as home pep band events, or concert events) that 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 activity discipline guidelines still apply.

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.

9. **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. **Informed Consent for Testing.** At the beginning of each year/season or when a student moves into the District, students and parent/guardian/custodian will complete and sign the **Wakefield Community School Code of Conduct and Consent to Perform Random Drug Testing** form. A student and his or her parent(s)/guardian/custodian(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)/custodian. 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 **Designated Official Drug Testing Coordinator**.
- 10. 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).

## 11. 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) by the Designated Official. Once provided a list of eligible students, the DPA must select the required number of students in a random and confidential manner. The DPA will use a system to assure that students are selected in a random fashion. This system will utilize a computer based system designed specifically for the purpose of randomly selecting individuals for drug testing. The selected student names will be given to the Designated Official, who will arrange for these students to report to the collection area.
- 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. Parents(s)/guardians/custodians 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 parents(s)//guardians(s)/custodians 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 parents(s)/guardians(s)/custodians 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. **Scheduling of Drug Testing.** Urine drug testing is unannounced. The day and date are selected by the Designated Official and confirmed with the DPA. Random testing may be done up to bi-weekly, but not during holidays and spring break.
- f. **Collection Site.** The Designated Official ~~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.~~
- g. **Collection Procedures.** The school board will ~~approve~~<sup>select</sup> a Drug Program Administrator (DPA) ~~recommended by the Designated Official.~~ 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.~~ The DPA will oversee the collection of urine specimens as outlined in the **Procedures for Random Urine Drug Testing of Wakefield Community School Students**. Chain of Custody forms will be provided by the DPA that meet the criteria of this Policy and that of the testing laboratory. Students will be given as much privacy as possible in the obtaining of the specimen.

- h. **Procedures for Random Urine Drug Testing of Wakefield Community School Students.** Selected students are called from class to the collection site. A specimen of urine is collected following this process:
- i. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
  - ii. The collector may add a bluing agent (food coloring) to the water in the urinal or toilet.
  - iii. Students are asked to not wash their hands unless visible by the collector. A non-alcoholic wipe may be used instead.
  - iv. The drug testing custody and control form is initiated by the Student and collector.
  - v. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (at least 45ml) in one attempt. The student is also told they are to hand the container of urine to the collector upon completion.
  - vi. The student enters a closed stall to collect the specimen, then hands the container to the collector.
  - vii. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering.
  - viii. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered **a refusal to test** and the Designated Official notified.
  - ix. With the student watching, the collector will pour the specimen into the two bottles and recap the specimen bottles tightly.
  - x. The collector takes the bottle seals and places them over the caps and sides of the bottles and requests they be properly dated and initialized by the student.
  - xi. The sealed bottles are placed inside the transport bag.
  - xii. The top lab copy of the drug testing custody and control form is folded with the top portion visible to the outside and placed in the Requisition Pouch. The transport bag and pouch are sealed as indicated. The student completes the COC and is given the donor copy of the form.
  - xiii. The student may wash their hands and is then sent back to class.
  - xiv. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the MRO in a timely manner.
  - xv. The Designated Official will be notified immediately of any student who refuses to give a urine sample or is suspected of adulteration.
  - xvi. A copy of the Drug Test Form will be given to the Designated Official by the collector the day of the testing.
  - xvii. The DPA is responsible for seeing the specimens are delivered to or picked up to the testing laboratory and the Chain of Custody form properly annotated. The DPA is responsible for seeing that proper drug testing custody and control forms are used that satisfy the needs of the **Policy for Random Urine Drug Testing of Wakefield Community School** and the testing laboratory. A student number will be used for identification with the student's name only appearing on the copies that go to the donor, MRO, and Designated Official.

- i. Medical Review Officer (MRO) Responsibilities The MRO team will review all results of urine drug testing. Any urine specimen testing positive for illicit drugs, banned substances, or adulteration will be handled in the following manner:
  - i. The MRO determines if any discrepancies have occurred in the Chain of Custody.
  - ii. Depending on the substances found in the urine, if necessary the parent/guardian/custodian will be contracted to determine if the student is on any prescribed medication from a physician.
  - iii. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
  - iv. The MRO will then determine
- j. **Drugs.** The DPA will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA). The testing laboratory should have greater than 10 years experience in toxicology testing and chain-of-custody procedures. All specimens must be initially tested using a highly accurate immuno-assay technique, with all presumptive positive results then confirmed by a **Liquid Chromatography/Mass Spectroscopy (LC/MS)** or similar confirmatory test.

The testing laboratory can test for the following drug classes, substances or their metabolites in collected urine specimens. The Designated Official may specify specific classes or substances to be tested.

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiates
Phencyclidine	Synthetic Cannabinoids	Propoxyphene

~~Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, methamphetamines, marijuana, opiates, and phencyclidine.~~

k. **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)/custodian 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 Designated Official—Drug Testing Coordinator of the positive test result. The Designated Official—Drug Testing Coordinator shall notify the student's parent/guardian/custodian and his or her parent(s)/guardian(s) and any staff member responsible for ¶

l. ~~\_\_\_\_\_~~ implementing the consequences of this policy.

Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur after notification of the parent:

- 1) The Designated Official , within 24 hours, will notify the parent/guardian/custodian first, then the student of any positive results. The Designated Official may keep all test results for a period up to 5 years.
- 2) If the parent/guardian/custodian or student wishes to contest the results, the DPA will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Designated Official for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Designated Official in writing within 72 hours from first notification of positive test results. The student and his or her parent/guardian/custodian 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.
- 3) The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported

m. ~~**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.¶~~

~~12. Negative Tests.~~ Students and their parents will receive verbal or written notice when the student's test result is negative.¶

~~13. Consequences for Testing Positive.~~ Whenever the test results indicate the presence of drugs, the Designated Official ~~Drug Testing Coordinator~~ shall schedule and hold a confidential meeting with the student, parent/guardian/custodian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Designated Official ~~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.
- iii. Loss of any leadership position(s)
- iv. Participate in a drug assistance program as assigned by the Designated Official or an agreed upon program with the parent/guardian/custodian.
- v. Complete 20 hours of community service approved by the designated official,
- vi. Submit to two follow-up drug tests at the parent/guardian expense.
- vii. Failure to comply will result in suspension from activity privileges for one calendar year.

**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. -Loss of any leadership position(s)
- iv. Participate in a drug assistance program as assigned by the Designated Official or an agreed upon program with the parent/guardian/custodian.
- v. Complete 20 hours of community service approved by the designated official,
- vi. Submit to two follow-up drug tests at the parent/guardian expense.
- vii. The student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement into the extra-curricular activities program.
- viii. Failure to comply will result in suspension from activity privileges for one calendar year.

**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. Loss of any leadership position(s),
- iii. Participate in a drug assistance program as assigned by the Designated Official or an agreed upon program with the parent/guardian/custodian.

- iv. Complete 20 hours of community service approved by the designated official,
- v. Submit to two follow-up drug tests at the parent/guardian expense
- vi. ~~The student shall obtain a drug/alcohol counseling evaluation and follow said recommendations, at parents' expense.~~
- vii. The student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement into the extra-curricular activities program.
- viii. Failure to comply will result in suspension from activity privileges for one calendar year.

**14. 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.

**15. 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 Designated Official, ~~DPADrug 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 129 of this Policy.

**16. 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 Designated Official ~~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.

**17. 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.

**18. 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.

## 19. DEFINITIONS

- a. **Drug Program Administrator (DPA)** - The medical office or company approved by the Board of Education to carry out the policy and procedure.
- b. **Designated Official** - The individual hired by the school or district to oversee the drug testing program of the school or district.
- c. **Medical Review Officer (MRO)** - A licensed physician trained and certified in the process and interpretation of drug testing results.
- d. **Illicit substance** - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.
- e. **Banned Substance** - A substance defined by School policy as being banned from use by students.
- f. **Student Participant** - A qualified student participating on a sanctioned athletic team as defined by the State Athletic Association, an extracurricular activity as defined by the board, or a student wishing to receive a parking permit.
- g. **SAMHSA** - The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.
- h. **LC/MS** - Liquid Chromatography/Mass Spectrometry; a scientific process to identify specific chemical compounds. A molecular fingerprint is obtained that identifies a chemical compound with 100% accuracy.
- i. **Quantitative Levels** - The measurement levels of a specific chemical in the urine reported usually in nanograms per milliliter (ng/ml).
- j. **Chain-of-custody Form** - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initiated by the collector and donor then follows with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.
- k. **Adulterant/Adulteration** - Any attempt to alter the outcome of a urine drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

## **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 40 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 **Community** School District and the parents of students participating in activities, services, and programs funded by Title 1 agree that this Compact outlines how the parent/**guardians**, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents/**guardians** 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;
- **Endeavor to p**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

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Angie Zach, Principal 7-12, [azach@wakefieldschools.org](mailto:azach@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. ~~I, and~~ if they refuse, they 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 the 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 2015)

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## 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 \_\_\_\_\_ 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 ~~pPlan, including the above notice:~~

Parent/Guardian: \_\_\_\_\_

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

\_\_\_\_\_  
(Form 2014)

**Intentionally Left Blank**

## Form: Non-Prescription Medical Parent Permission Form

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

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

~~Name of Medication and Dosage~~ ~~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 2010)

**Form: Prescription Medication Authorization Form**  
**Administration of Medication at School**

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

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

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

Name of Medication \_\_\_\_\_ Dosage \_\_\_\_\_ Route \_\_\_\_\_ Time of Day \_\_\_\_\_

\_\_\_\_\_

If given prn (as needed), 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.

Exercise	Respiratory/Viral Infections	Odors/Fumes/Smoke	Mold/Mildew
Pollens	Animals/Dander	Dust/Dust Mites	Grasses/Trees
Temperature/Weather - humidity, cold air, etc		Pesticides	Food - Please List
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 in the original container labeled with patient's name, dosage, etc..**

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

(Form 2018)

**Intentionally Left Blank**

**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 ~~d~~District and the ~~s~~Student/~~p~~Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

**Repair & Replacement Plan**

When an iPad or accessories are 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. If the iPad or accessory is repairable, and it is the first damage this school year, the student will not owe anything. If the iPad is not repairable, students will be responsible to cover the cost of replacement **for anything** over \$200. If the iPad or accessories are damaged again in the same year, the student will be responsible to cover the full cost of repair/replacement. While an iPad is being repaired, students will be given a "spare" device to use and then given their original device when it is back from repair

**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. **In case of fire, contact your personal insurance agent to file a report.** A copy of ~~this~~ 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 ~~in the Use of the Acceptable Use Policy at all times 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 report any damages or loss to the Wakefield Technology Director and understand I may be responsible for some of the cost of repair/replacement.
15. I agree to return the iPad, case, pencil, 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 2021)

## 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 ~~or online~~.

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: \_\_\_\_\_

# Wakefield Community School



~~2022-2023~~~~2021-2022~~

## Staff Handbook

~~Motto: ¶~~

~~“EDUCATE, EMPOWER,  
ASPIRE”~~ **“EMBRACE, EDUCATE and  
EMPOWER”**

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.~~ The Trojan mission is to embrace diversity, educate and support the whole learner, and empower students to be critical thinkers, lifelong learners, and global citizens. "

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## Introduction

Welcome to Wakefield Community Schools. This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. The handbook is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and board of education continually review policies and procedures, so staff members should discuss comments, concerns or suggestions about this handbook with their building principal or other ~~members~~member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an “at will” basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

References in this handbook to “Certificated Employees” are intended to apply to all staff who are required by their position to hold a teaching administrative certificate.

References in this handbook to “Classified Employees” are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate and are considered “at will” employees.

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

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

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to day. If you have any questions regarding this handbook, please ask your supervisor ~~or the~~of the

Superintendent for assistance. Your suggestions about ways to improve the school are welcome and will always be considered.

This handbook will be in effect for the ~~2022-2023~~~~2021-2022~~ school year and subsequent school years unless replaced by a later edition.

### **Notice of Non-Discrimination**

Wakefield Community Schools does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, age, or access to, or treatment of employment, in its educational programs and activities and provides equal access to ~~the Boy Scouts and other~~ designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: 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, visit <http://wdcrobcopl01.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 3053 – 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, or Safe and Drug Free Schools and Communities should contact the Wakefield Community Schools Administrative Office.

## Directory Information

### Board of Education

Bree Brown.....	President (2022)
<del>Jeff Keagle</del> <del>Sherri Lundahl</del> .....	
Vice-President (2022)	
<del>Sherri Lundahl</del> <del>Jeff Keagle</del> .....	
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

Mallory Anderson.....	Tier II
-----------------------	---------

### Intervention/Technology

Angie Borg.....	School Nurse
Iris Borg.....	Math
Matt Brenn.....	Alternative Ed <del>4<sup>th</sup>, 5<sup>th</sup>,</del>
<del>6<sup>th</sup> Science/AD</del>	
Shannon Carroll.....	Math
<del>LaVonne Carson.....</del>	<del>Spanish</del>
Michael Clay.....	Social Studies
Kari Cliff.....	ELL
Beth Dather.....	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Science
Emily David.....	Substitute
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
Lynette Haisch .....	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Math
Timarie Hansen.....	Business
<del>Lori Harding.....</del>	<del>Guidance</del>
Mike Hassler.....	Art
Micaela Hight.....	3 <sup>rd</sup> Grade
Cathy Hoffart.....	1 <sup>st</sup> Grade
Troy Holmberg.....	Science
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

Michelle Kotas.....	PK
Tiffany Lamprecht.....	Media Center/Guidance
Brandy Langley.....	1st Grade
Audrey Loberg.....	2nd Grade
Jaime Manz.....	Reading Specialist
Colton McCreary.....	PE/Elem Technology
Logan McPhillips.....	Special Education
Chad Metzler.....	Social Studies
Ann Milliken.....	Language Arts
Brenda Montoya.....	ELL
Lucas Munter.....	Special Education
Deb Nicholson.....	Elem Music
Alejandra Aguirre Orona.....	7-12 EL/Elem
Art	
Esly Ovando.....	Band
Chris Pieper.....	Technology Education
<del>Pam Peters.....</del>	<del>PK</del>
<del>Mark Reimers.....</del>	<del>Science</del>
Kari Rooney.....	4 <sup>th</sup> ,5 <sup>th</sup> ,6 <sup>th</sup> Lang. Arts
Meg Rose.....	Guidance
Sara Schlickbernd.....	Reading
Specialist 1st Grade	
Samantha Schumer.....	PK
<del>Jan Simmons.....</del>	<del>English/ESL</del>
Linda Steinman.....	Kindergarten
Will Tietmeyer.....	ITE
Olivia Tracy.....	Language Arts English
Bill Trenhaile.....	ESL/Bus Driver
Jessi Gallegos Vavrina.....	
4 <sup>th</sup> ,5 <sup>th</sup> ,6 <sup>th</sup> Writing	
Brittany Vinchattle.....	Language Arts
Megan Virgil.....	Science
Connie Wageman.....	Substitute
Joe Wendte.....	PE
Leslie Ziska.....	Technology

**Classified Staff**

LaVon Anderson.....	Elem Secretary
Kim Barge.....	Para
<del>Lauren Barge.....</del>	<del>Para</del>
<del>Ashley Campbell.....</del>	<del>Para</del>
Carla Clay.....	Para
Josh Cliff.....	Para
Kris Does.....	Para
<del>Kristi Foote.....</del>	<del>Lunchroom Manager</del>

Becky Gothier.....	Business Manager
Jean Hansen.....	Para
Rex Hansen.....	Maintenance
Sylvia Hernandez.....	Office
Chad Hoffart.....	Para
Marian Keagle.....	Bus Driver
Rhonda Lorenzen.....	Para
Bob Lubberstedt.....	Grounds
<del>Dawn Lubberstedt.....</del>	<del>HS Secretary</del>
Ivon Martinez.....	Para
<del>Rosa Morelos.....</del>	<del>Para</del>
Terri Miner.....	Lunchroom Manager
Blanca Moreno.....	Para
Christian Nelson.....	Kitchen
Pat Nicholson.....	Bus Driver
Tina Nuernberger.....	Para
Harold Odens.....	Evening Custodian
Josie Paulson.....	Custodian
<del>Christy Roberts.....</del>	<del>Kitchen</del>
<del>Megan Rose.....</del>	<del>Para</del>
Julie Siebrandt.....	Para
Darci Slama.....	Para
Teresa Soderberg.....	Para
Kara Starzl.....	Para
Kelsey Thomas.....	HS Secretary
Dwight Vander Veen.....	Transportation
Patricia Wurdeman.....	Custodian

**ESU#1 Staff - Certificated**

Wendy Consoli.....	Deaf Ed Teacher
Staci Fethkenher.....	PT
Angie Guenther.....	Transition Specialist
Vernae Luhr.....	Audiologist
<del>Keri MessersmithHart.....</del>	<del>Psychologist</del>
Blythe Reinert.....	OT
Stacey Richart.....	Vision O & M
Becky Rieken.....	Vision Consultant
Anne Ronhovde.....	Speech Pathologist

## Contact Information

Elementary.....	402-287-9892
Secondary.....	402-287-2012
Bus Barn.....	402-287-2943

### Website

<http://www.wakefieldschools.org>

### Facebook

[www.facebook.com/Wakefield-Community-School-District](http://www.facebook.com/Wakefield-Community-School-District)

### Address

802 Highland Street  
PO Box 330  
Wakefield, NE 68784

### Calendar

The school calendar can be found in Appendix D of this handbook and is subject to change.

### School Hours

Office 8:00 am to 4:00 pm  
PK-AM 8:15 am to 11:15 am PK-PM 12:30 pm to 3:35 pm  
Elementary 8:15 am to 3:35 pm  
Secondary 8:10 am to 3:40 pm

## **Policies Regarding All Staff**

### **Board Policies**

The Wakefield Community School Board has adopted policies that govern the operation of the school district. A complete copy of the policy manual is placed in each workroom of the school district. These policies are also available online on the school website. Staff should consult with their building principal about the location of the manual in the workroom. The manuals will be updated as the board adopts new policies or modifies existing policies.

### **Drug Free Workplace**

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

Within five days after a conviction, an employee must notify the head of the department in which he or she is assigned of any conviction of a criminal drug statute for a violation occurring in the workplace. The failure to report such a conviction will result in dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

An employee who is convicted of violating any criminal drug statute for conduct that occurred in the workplace will be subject to disciplinary action, including but not limited to suspension or discharge. The district may, in its sole discretion, require the employee to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program. (Board Policy 4002)

### **Outside Employment**

1. **No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.**

- ~~2. An employee's responsibilities to the district take precedence over personal along with other prohibited activity during school hours. Employees may not engage in other employment business activity during assigned duty hours.~~
3. Tutoring
  - a. Teachers are expected to assist students who are having learning problems as part of the teachers' employment. Such assistance is expected both in the classroom and at other times during the school day.
  - b. A teacher shall not solicit a student or parent to retain the teacher as a tutor and shall not act as a tutor for pay or other remuneration for any student who is then enrolled in any class taught by that teacher.
  - c. In all other cases during the school year, a teacher may act as a tutor for pay or other remuneration upon prior approval of the building principal and superintendent or designee.
4. Employees shall attend to personal matters outside their assigned duty hours with the district whenever possible.
5. Employees may conduct business on behalf of the district during assigned duty hours, but at times that do not disrupt or interfere with teaching responsibilities or student activities.
6. Employees shall not misrepresent, either expressly or by implication, that any activity, solicitation, or other endeavor is sponsored, sanctioned, or endorsed by the district.
7. In any written or verbal presentation by an employee that might be perceived as being sanctioned, sponsored, or endorsed by the district, other than district-related instruction or presentation to district students or personnel, the employee shall communicate to the audience or recipients that the views expressed are those of the employee and not necessarily those of the district or board.
8. Sale of goods or services by employees.
  - a. Employees shall not sell, solicit or promote the sale of goods or services to students.
  - b. Employees shall not sell, solicit or promote the sale of goods or services to parents of students when the employee's relationship with the district is used to influence any sale or may be reasonably perceived by parents as attempting to influence any sale.
  - c. Employees with supervisory or managerial responsibilities shall not sell, solicit or promote the sale of goods or services to employees over whom they have such responsibilities in any manner that could reasonably be perceived as coercive by the subordinate employee(s).
  - d. Employees shall not use employee, student, or parent directories in connection with the solicitation, sale, or promotion of goods or services and shall not provide any such directory to any person or entity for any purpose without the prior knowledge or approval of the building principal.
9. No school board member, administrator, teacher, or other employee shall use the personnel, facilities, resources, equipment, property, or funds of the district for personal financial gain or business activities.
10. All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district; and the district has the sole right

to sell, license, assign, or transfer any and all right, title, or interest in and to such property. (Board Policy 4008)

### **Accidents and Injuries**

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours. Employee Return to Work form is located in the back of this handbook.

### **Purchase Orders and Supplies**

All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization. Purchase requests are completed through AptaFund. Orders should not be placed until the district office has issued a printed purchase order. Guidelines for purchasing have been established by the superintendent. (Board Policy 3004)

If you are using a credit card to purchase items, the receipt must have an **itemized listing** of all purchases plus the credit card transaction receipt. **A non-itemized credit card receipt alone is not sufficient** (Board Policy 3036).

### **Official Reports and Records**

Staff members must refer to and comply with Board Policy 5016 regarding the management and maintenance of student records.

All staff members shall furnish the administration promptly with any information relating to their professional training, experience, activities, or work required for reports to county, state, and federal officials or for official school records. Personal information will be treated confidentially by school officials.

### **Personnel Files**

The district shall maintain a personnel file regarding each employee. All materials in a personnel file, except for employment references and information that was gathered in the process of assessing an applicant for hiring, shall be available to the employee for review within a reasonable period of time of the employee's request. Employees may inspect the contents of their personnel files only in the presence of an administrator or a person designated by the administration.

An employee may respond to any document(s) in his or her personnel file by submitting a written response to the person responsible for keeping the file, who shall attach the response to file copies of the disputed document.

No person other than school officials engaged in their professional duties shall be granted access to employees' personnel files, and the contents of such files shall not be divulged in any manner to any unauthorized person. An attorney acting on behalf of the board of education or administration is deemed to be a school official. (Board Policy 4007)

## **Employee Contact Information**

Employees are required to keep the district informed of any changes to their name, address, phone number, or other contact information. Employees who need to report a change will do so at the business office in writing.

## **Copyright and Fair Use**

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their building principal, review the school district’s copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

## **Corporal Punishment**

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

## **Crisis Response Team**

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district’s staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member’s ability to perform the tasks required by board policy.

## **Disability Leave (Short-Term)**

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district’s local education association. Short-Term Disability leave will run concurrently with FMLA leave.

## **Drug & Alcohol Testing**

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

### Duty to Report

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;

Any arrest for any reason;

Any criminal conviction;

Any sentence of incarceration;

Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the Substitute for child abuse and/or neglect;

Any complaint or other administrative filing against the Substitute that could impact any certificate or professional license held by the employee;

Any action or threat of action by any entity against the Substitute's driver's license or ability or authority to operate a motor vehicle if the Substitute's job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

### **Driving** (both school and personal vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided

a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy. (Policy 4060).

### **Electronic Communication While Driving**

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to emails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

### **Expenses**

The Board will reimburse school employees for all **prior approved** expenses incurred in attending to school business. ~~Reimbursement for mileage, supplies, and overnight travel expense, and credit course reimbursement fees are processed on a Reimbursement Expense form that is available from each office. Payment of mileage requires Superintendent authorization.~~ Generally, the district does not pay mileage unless other school vehicles are unavailable or other extenuating circumstances exist, **per Superintendent approval.** Appropriate, itemized receipts must be attached. All claims for reimbursement must be approved by the administration and approved by the Board, so some delay is probable. Reimbursement requests must be **submitted in** one week in advance of the board of education meeting.

### **Family and Medical Leave (FMLA)**

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided by board policy.

#### **Jury and Witness Duty Leave**

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they

receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

### **Military Leaves of Absence**

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's Policies.

### **Milk Expression**

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public.

## **Intellectual Property¶**

~~All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.¶~~

## **Salary Payments**

Regular employees will be paid by direct deposit ~~by~~ the 15th of the month, or the last preceding school day, if the 15th falls on a vacation or week-end day. Employees wishing to make changes to their direct deposit must notify the business office by the end of the month prior to payment of wages. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of an employee's employment, or upon fulfillment of the contract, the employee may, at the option of the Board, be paid all wages due in one lump sum. Reimbursements for mileage or other expenses will be considered separate from compensation.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

## **Benefits**

Teachers are provided benefits in accordance with the negotiated agreement. Classified employees are provided benefits according to Board Policy 4040. Employees shall make annual fringe benefit elections no later than August 28th of each school year. Should an employee fail to make an election, the employee election from the immediately preceding school and contract year shall be continued. Elections to the ~~Flex125 benefit~~ plan must be done annually and are not automatically extended.

Employees are to notify the business office **in writing** of any life changing events that could alter their health/dental coverage with the district **within 14 days of the event.**

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights will be provided to you through PayFlex Systems USA, Inc., 100 Blackstone Centre, Omaha, NE 68131, 1-800-284-4885, www.payflex.com.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

### **Payroll and Payroll Deductions**

Salary/wages and benefits are paid in accordance with the individual employment contracts/work agreements. Payroll deductions shall be made in accordance with law and the negotiated agreement. The following deductions are as follows:

Federal and State Withholding*	Additional Federal and/or State Withholding**
Social Security/Medicare Withholding*	<del>Limited Computer Use Withholding**</del>
State Retirement*	Vision**
Flexible Spending Account**	Cancer**
Approved Tax Sheltered 403(b) Plans**	Long Term Disability**
Health/Dental Insurance**	Other**

\* *Mandatory*      \*\* *Optional*

**Any payroll changes, bank accounts, etc. need to be in writing and given to the business office by the end of the month prior to the next payroll date.**

The district will deduct or withhold from each and every period of pay and amounts necessary to offset any damages caused by a staff member or the value of property or money entrusted to the staff member or owed by the staff member to the school district during the course of the staff member's employment, if such property or money have not properly been returned to the district.

### **Activity Passes**

All certified staff and their spouse are admitted to home and conference games free of charge and will receive a Lewis and Clark Conference Activity Pass.

All classified staff and their spouse will receive free admittance to the home games.

Tournaments and special games are not included on either pass and information will be posted at the gate if passes will not be allowed.

### **School Buildings and Equipment**

Students, staff and community members may use or lease school equipment for non-school use only if they have received the prior permission of the superintendent. (Board Policy 3014)

Employees or groups who wish to use school facilities should make the requests to the principal as early as possible so that they can be placed on the school calendar.

Employees must inform the building principal of any school property that needs repair. Matters regarding custodial service in the building should be handled through the principal's office.

## School Lunch Program

Staff may take advantage of meals offered through the district's food program. Staff may purchase lunches for the school cafeteria for \$4.00 per day and breakfast for \$2.40 per day. The lunch price includes one carton of milk. Extra cartons cost \$.30. ~~Staff members will not be allowed to charge lunches.~~

## Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use, and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition. Staff room supplies are not for student use.

## Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than during regular school hours.

Staff members are responsible at all times for all keys/fob issued to them and must keep their keys/fob in a secure location or on the employee's person. Each classroom teacher is encouraged to ~~must~~ check that the doors in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys/fob to the superintendent immediately.

Staff will be required to reimburse the district any costs to the district if rekeying the building is necessary due to lost or missing keys/fob.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys/fob to any school areas are not to be loaned to students under any circumstances.

## In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. ~~Employees are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.~~

A great deal of information is distributed to staff via the school's email system. Each staff member must check his or her email account frequently throughout the school day. Staff is allowed to use their school email accounts for a moderate amount of personal email correspondence. However, the

sending or receiving of personal email during the school day is prohibited, regardless of whether that personal email is received on the staff member's school email account or personal account.

### **Smoking on School Premises or at School Activities**

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

### **Staff Internet and Computer Use**

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

#### **1. Staff Expectations in Use of the Internet**

##### **a. Acceptable Use While on Duty or on School Property**

- i. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
- ii. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents and patrons.
- iii. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
- iv. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

##### **b. Unacceptable Use While on Duty or on School Property**

- i. Staff shall not access obscene or pornographic material.
- ii. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
- iii. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
- iv. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
- v. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

#### **2. School Affiliated Websites**

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be

reasonably understood to be school-related. This includes any website or media which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personally-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

### **3. Enforcements**

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

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, and these are subject to search and inspection at any time.

- i. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
- ii. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that block or filter Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
- iii. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

#### **b. Any violation of school policy and rules may result in that staff member facing:**

- i. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
- ii. The filing of a complaint with the [Professional Practices Commission](#) ~~Commissioner of Education~~ alleging unprofessional conduct by a certified staff member;
- iii. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

### **4. Off-Duty Personal Use**

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is:

- a. consistent with other district policies
- b. consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"),
- c. ~~is~~ reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid.

All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic materials, sext, or engage in any illegal activities. (Board Policy 4012)

### **Social Media Usage by Staff**

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

### **Recordings of Students and Classrooms**

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

### **Handling of Money**

Funds collected by district employees and by student treasurers shall be handled with prudent business procedures. All funds collected shall be receipted and accounted for and deposited without delay to the proper depository. Funds exceeding \$250.00 shall not be left overnight in school buildings, except in safes provided for the safekeeping of valuables. (Board Policy 3002)

### **Receipt of Money**

- All receipts shall be counted on the date they are received.
- Two or more persons shall count the receipts, record the amount collected on a receipts form, initial it, and give it to the Superintendent or designee. Cash/check envelopes will be provided.
- The monies will then be sealed in an envelope or locked in a money bag and deposited directly at the district's depository institution. If the district's bank is not open or inaccessible, the envelope/money bag may be locked in the district's safe until it can be delivered to the bank. (Board Policy 3006)

## Staff Dress and Appearance

The attire worn by staff members conveys an important image to students and the general public.

Certificated staff, Paraeducators and office staff should generally dress in business casual attire.

Classroom staff **may not** wear the following types of clothing during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- ~~Blue jeans, except at athletic or other activity practices.~~
- ~~Yoga Pants (When leggings and/or tights) are must be discreetly worn, including covering the buttocks area must be covered.~~
- Any clothing which is immodest and may distract other employees or students in the learning environment.

The superintendent may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days”).

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

~~Jeans are usually considered business casual, with some exceptions. Business casual jeans should be clean and in good condition, free of any tears, fading or fraying. Avoid styles that have flashy details, in favor of classic styles. On their own, jeans are more casual, but you can easily style them to suit an office environment. Dress your jeans up with a button-down shirt and a sharp-looking jacket to transform an outfit from casual to business casual.~~

Custodial, maintenance, ~~paraprofessional, kitchen, industrial technology, physical education~~ and transportation staff should dress in attire appropriate to the work they are performing.

~~Staff may not wear visible body piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all parts of the body other than the ear.~~ (Board Policy 4041)

## Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee’s school performance, or (3) otherwise adversely affects an employee’s employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mr. Jerad Wulf, 402-287-9892 email: [jwulf@wakefieldschools.org](mailto:jwulf@wakefieldschools.org) or in person at school. Employees who believe

that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: ~~Matt Farup at 402-287-9892, or mbrenn@wakefieldschools.org or in person at school.~~ Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Matt Farup at 402-287-2012, mfarup@wakefieldschools.org or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report. ([Board Policy 3053](#))

## **Sexual Harassment**

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by and of employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication using the district's complaint policy. Complaints involving sexual harassment may also be submitted at any time to the district's Title IX coordinator.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student.

Sexual-harassment of students is addressed in a separate policy. ([Board Policy 4014](#))

## **Bullying Prohibited**

The district endeavors to provide students with a learning environment free of harassment or bullying. All staff members should be attentive to the indications of potential bullying of students, staff, or anyone else within the school community and should act in response to them.

## **Professional Boundaries**

School district employees and student teachers or interns (“employees”) are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students and must have appropriate relationships with students. They may be friendly with students, but they are the students’ teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees’ conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Facebook, and Twitter. The posting or publication of messages or pictures or other images that diminish an employee’s professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

**Sexual Relationships Prohibited.** Employees are prohibited from engaging in any relationship that involves sexual contact or sexual penetration with a student while the student is a current student and for a minimum of one year after the date of the student’s graduation or the date the student otherwise ceases enrollment. Sexual contact has the same meaning as in section 28-318, and sexual penetration has the same meaning as in section 28-318.

**Grooming Prohibited.** Employees are prohibited from engaging in grooming with students. Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student’s life the sexual contact or sexual penetration would take place.

Unless an employee can clearly and convincingly demonstrate a legitimate educational purpose, grooming behaviors and related conduct that are a violation of this policy include, but are not limited to:

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.

- Intruding on a student’s personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student’s body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student. · Communicating electronically (e.g. by email, text messaging, or through social media) on a matter that does not pertain to school.
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee’s personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee’s vehicle without first obtaining the express permission of the student’s parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student’s parents or a school administrator.
- Inviting a student to the employee’s residence without first obtaining the express permission of the student’s parents and a school administrator.
- Going to a student’s home when the student’s parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior which exploits the special position of trust and authority between an employee and student.

This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, “Would I be doing this if my family or colleagues were standing next to me?”

**Communication Between Employees and Students.** The preferred methods for employees to communicate with students are in person, school email accounts and/or a school supported learning management system. Employees may use the following personal communication systems to communicate with students: district supported learning management system (for example: Google Classroom, SeeSaw, or Canvas), school email, as well as telephone communications (both cellular or land-line). A personal communication system is a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform.

Employee communications with students through a communication system generally are to be sent simultaneously to multiple recipients and not just to one student. The burden to demonstrate the appropriateness of a communication with a student only shall rest with the employee.

### Pregnant or Parenting Students

The school district encourages students who are pregnant or parenting are

encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses.
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

**Reporting a Policy Violation.** Anyone may report suspected grooming, other unacceptable employee conduct, or any violation of this policy as follows:

School District. Reports may be made to a principal, the superintendent, or the Title IX Coordinator in person, by mail, by telephone, or email.

Nebraska Department of Education. Reports may be made at: Nebraska Department of Education, Attn: Certification Investigations' Office, P.O. Box 94933, Lincoln NE 68509 or [Nde.investigations@nebraska.gov](mailto:Nde.investigations@nebraska.gov).

Nebraska Department of Health and Human Services. Reports may be made by calling the Child Abuse and Neglect Hotline at (800) 652-1999.

Law Enforcement. Reports may be made to the local police department by calling (402) 287-2286, the Wayne County Sheriff at (402) 775- 5608, the Dixon County Sheriff at (402) 755-2255, or the Nebraska State Patrol at (800) 525-5555.

An employee is required to make a report to a principal or the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the school board president.

A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the Page 4 of 4 offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator, counselor, the Title IX coordinator, or other school employee with whom she or he feels comfortable.

**Retaliation Prohibited.** Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

**Policy Violations.** Any violation of this policy by an employee may result in disciplinary action up to and including dismissal from employment and/or referral to the Nebraska Department of Education, which may result in the suspension or revocation of the employee's certificate. Any violation involving sexual or other abuse will result in referral to the Nebraska Department of Health and Human Services, law enforcement, or both.

**Policy Verification.** Employees shall verify that they have received, reviewed, and understood this policy by signing an acknowledgment document indicating the same.

**No Limits on Reports to NDE.** Nothing in this policy shall be construed to limit any certificated employee's duty to report any known violation of the standards of professional practices (Title 92, Nebraska Administrative Code, Chapter 27, commonly known as Rule 27) adopted by the Nebraska Board of Education.

*Adopted on: 04/12/2010*

*Revised on: 11/9/2020*

*Reviewed on: 12/14 /2020*

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between student and staff, and they must

never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc. along with communications and interaction of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student’s personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district’s policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education. ([Board Policy 4043](#))

### **Communication Between Board and District Employees**

Employees should submit communications or reports regarding the district to their immediate supervisor, then the superintendent, and only then to the board. They have the same right to communicate with the board about matters of public concern as other patrons of the district, but must follow the chain of command before communicating about employment-related issues. The chain of command chart is listed below:

<b>Student Discipline:</b>	<ol style="list-style-type: none"> <li>1. Classroom Teacher</li> <li>2. Principal</li> <li>3. Superintendent</li> </ol>
<b>Instruction or Curriculum:</b>	<ol style="list-style-type: none"> <li>1. Teacher</li> <li>2. Principal/Curriculum Director</li> <li>3. Superintendent</li> </ol>
<b>Transportation:</b>	<ol style="list-style-type: none"> <li>1. Bus Driver</li> <li>2. Principal</li> <li>3. Superintendent</li> </ol>
<b>Facilities, Grounds, or Maintenance:</b>	<ol style="list-style-type: none"> <li>1. Custodial Staff</li> <li>2. Head Custodian</li> <li>3. Principal</li> <li>4. Superintendent</li> </ol>
<b>Policy or Handbook:</b>	<ol style="list-style-type: none"> <li>1. Principal</li> <li>2. Superintendent</li> </ol>
<b>Athletics:</b>	<ol style="list-style-type: none"> <li>1. Coach</li> <li>2. Athletic/Activities Director</li> <li>3. Principal</li> </ol>

	4. Superintendent
<b>Personnel:</b>	1. Employee in question 2. Principal 3. Superintendent

If any matter that is not covered by this policy or if other questions arise, the matter should be referred to the building principal in the absence of the superintendent. The building principal will either address the matter or assign it to another individual for resolution as he or she deems appropriate.

Absent extraordinary circumstances, each matter must be addressed at whatever level the initial action occurred. If the matter is not resolved, the individual may raise it with the next person on the chain of command. This policy does not supersede any individual's right to contact Board members directly. However, whenever a matter is brought directly to the Board as a whole or to a Board member as an individual, it will be referred to the appropriate individual in the chain of command for study and resolution. The most effective means of initial communication is a personal conference, e-mail, or telephone conversation. E-mail addresses and phone numbers can be found on the school district's website at [www.wakefieldschools.org](http://www.wakefieldschools.org) (Board Policy 3035).

When appropriate, the superintendent shall inform employees of official board policies, directives, actions and concerns. (Board Policy 4005)

### **Safety Education**

Maintaining a safe school environment is everyone's responsibility. All employees are expected to participate in district and school safety activities. All full-time and part-time employees are expected to participate and complete all safety education activities no later than the date assigned by Administration.

### **Inclement Weather**

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

If school is canceled during the day because of inclement weather, classified and certified personnel may be released after students have been excused. Classified and certified personnel who miss work due to inclement weather when school is in session will not be paid for time missed or will be charged an applicable leave day. (Board Policy 4010)

### **School Vehicle Use**

~~The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.~~

## Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action. (Board Policy 3045)

## ~~Social Media Usage by Staff~~

~~Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.~~

## Student Interviews

~~If a~~ Employees shall refer any police officer, child protective service worker, or other similar individual is seeking to speak to or interview a student, employees should refer them to an administrator. (Board Policy ~~\_5022\_~~)

## Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time unless otherwise approved by an Administrator. :

## **Threat Assessment and Response**

### **Team Concept**

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

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

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such 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 the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

#### **Threat Assessment Team**

The threat assessment team (team) shall consist of the superintendent, building principals, guidance counselors, school nurse, school psychologist and local law enforcement. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

#### **Threat Assessment Investigation and Response**

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

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

### **Communication with the Public about Reported Threats**

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

### **Coordination with the Crisis Team After Resolution of Threat**

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

### **Fire Drills**

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) The classroom teacher will be the last to leave the room. He or she will turn off all lights and close the door as he or she leaves.
- b) Classroom teachers will take their fire drill packets with them when they leave their classrooms.
- c) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- d) Staff and students will move to their designated area away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- e) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
  - 1) hold up a Green Card (all students accounted for)
  - 2) hold up a Red Card (missing student (s) listed)

The signal to return to the school building will be an announcement by the administration. Students will return in an orderly manner.

### **Tornado Drills**

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once there, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

### **Protocol for all Evacuations**

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take emergency clipboard;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

### **Visitors**

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent

- salespeople and other such agents will not be allowed to solicit staff members during school hours.
- visitors must wear the visitor's badge supplied by the building office

## Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.



## -Policies and Procedures Regarding Certificated Staff

### School Day

All certificated staff must be at school or on duty between the hours of 8:00 am and 4:00 pm, Monday through Thursday. On Fridays and days preceding certain holidays or vacation periods, certificated staff are permitted to leave after the students are dismissed. Under special circumstances, certificated staff may seek permission from their building principal to vary these hours. **Staff leaving the building during the duty day must notify the office prior to leaving and when you return.** In addition, certificated staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or directing an event under the direct sponsorship of the school.

Outside doors will be **unlocked from 7:45 to 8:15 am** ~~locked at 8:20am and will reopen at 3:30pm.~~ Entry will be allowed via camera/electronic key system at the office.

Each teacher will be in his or her classroom and ready to teach by 8:00 am each day. Classroom teachers are expected to stand at their doors when class is dismissed and **are encouraged to** ~~must~~ be outside their classroom ~~doors~~ before each class period. Classroom teachers **are encouraged to** ~~must~~ be physically present in their classroom at all times during class periods and conference periods.

### Faculty Meetings

The superintendent and principals will call meetings as needed. Certificated staff members are required to be present at all faculty meetings unless excused by the administration.

## Lesson Plans

Each teacher will prepare lesson plans for the following week electronically. These plans must be completed and submitted electronically to the building principal no later than 8:00 am, the first day of the week.

Other regulations relative to lesson plans will be made by individual building principals. The lesson plans are subject to review of the building principal or other members of the school district's administrative staff.

## Attendance and Grades

Every teacher is required to keep a complete record of attendance and achievement of every student in a class ~~on Power Teacher~~. This record shall be kept current and include the following minimum information:

1. Names of students enrolled in the class
2. Recording of students' absence/tardy in each class period
3. Report of all grades for each student. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or assessments). Be sure that frequent assessments are sufficient to justify the term and final grades which are reported to parents. Procedures and grading expectations will be established by the Principal. Parents will be notified when a student's grades are failing and must be done prior to the end of a grading period.

Information relating to ~~other~~ students should not be allowed to be seen by other students or parents. ~~It be secure~~ (Board Policy 6018)

## Teacher Absences

Leave requests must be entered electronically in AptaFund and **approved prior** to being absent unless you call in due to illness. Please put the reason, ex. Dr. appt, sick child, funeral, conference, etc. as this will be entered into your leave history. ~~Also depending on the relationship of a person's funeral,~~ sick days may also be an option for certificated staff if it fits the criteria as stated in the Negotiated Agreement.

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Wakefield School Board and the Wakefield Education Association. This handbook sets forth the process for using that leave.

**Sick Leave** - Certificated Staff who are too ill to perform their teaching duties must contact their building principal or designee by 6:30 am.

**Personal Leave** - Certificated Staff who wish to take personal leave must submit a leave request online to their building principal at least ~~five~~<sup>three</sup> days in advance whenever possible. Building principals may deny personal leave requests if the school district is unable to secure

the services of a qualified substitute teacher on the day of the proposed leave. No more than **three certificated staff** will be allowed to use personal leave the same day, selected on a first-come-first served basis.

**Professional Leave** - The board and administration recognize the value of continuing education and encourage staff to participate in seminars, workshops, and other activities which will continue their professional growth. Certificated staff who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event. Building principals may deny requests for professional leave if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district or if the services of a qualified substitute cannot be secured.

**Substitute Teacher Information Folder** – Each teacher shall be prepared for a substitute with a ~~substitute folder and keep the completed folder in a convenient location on or in his or her desk. The folder must contain~~ the following:

1. Current seating charts or attendance roster
2. The daily routine followed by each class
3. All schedules (fire drill procedures, lunch schedule, etc.)
4. ~~A copy of this handbook~~
5. Plans for the day if the teacher's absence was planned. These plans are in addition to the teacher's regular lesson plan book.
6. ~~Provide several activities for subs to do should assignments be completed.~~

Certificated staff members may not make arrangements for their own substitute without prior approval from the administration.

## Substitute Pay

Teachers asked to cover for another teacher during their planning period will be paid \$20 for a full period or \$10 for Trojan period. Teachers covering during other duty ~~day times~~ are being paid their negotiated wage and are not subject to pay for planning coverage.

## Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. ~~Bulletin Boards~~  
~~Each teacher shall be responsible for completing an appropriate bulletin board regarding curriculum related matters in their primary classroom.~~
2. Textbook and Room Inventory  
All school purchased materials must be inventoried with the business office/Principal. Textbooks are to be numbered and the name of the student whom the book is assigned should be recorded. At the start of the year, note the condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is

fair. ~~Insist that students put covers on their books by the end of the first week after receiving them.~~

### 3. Use of Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. **A paraprofessional must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If the teacher desires the Para to work hours other than the assigned work hours or assigned work day, contact the administration for approval.**

### 4. Use of Student Aides

Student aides are to be directly supervised by the teacher and are not to leave the building. Student aides are NOT to be used to assist the teacher by helping supervise another student, grade tests, calculate student grades or record grades. ~~Keys are NEVER to be given to students, whether they are student aides or not.~~ A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

### 5. Student Activities

Staff members who sponsor extra-curricular activities such as athletics, class plays, and class activities may only leave the school building after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

### 6. Field Trip Requests

Field trips will be granted with prior administrative approval. Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case-by-case basis. ¶

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### **7. Guest Lecturers**

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture. (Board Policy 3056)

### **8. Hall Duty**

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

### **9. Ticket Taking**

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

## **7. Classroom Sanitation**

### **a. Handling of Body Fluids**

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

### **b. Infectious Diseases**

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

## **Coaching Supplies**

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

School-owned clothing or equipment that is checked out to an individual student remains the property of the school. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over.

## **Collection of Student Money**

Staff members must comply with the school district's student fee policy before collecting any funds from students. ([Board Policy 5045](#))

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Wakefield Community School unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc. through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

## **Student Attire**

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

## **Student Medication**

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

## **Student Searches**

Certificated staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students suspected of having an item in violation of school rules may be directed to wait with a staff member.

## **Teaching Controversial Issues**

The ability to discuss, listen, and dissent are essential elements of responsible citizenship. The school district encourages students to develop skills in analyzing issues, respecting the opinion of others, distinguishing between fact and opinion, considering all pertinent factors in reaching decisions, and arriving at group decisions.

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

1. The issues discussed must be relevant to the curriculum and be part of a planned educational program.
2. Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
3. The teacher must encourage students to consider and discuss a variety of viewpoints.
4. The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
5. The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
6. The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.

7. Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda kind through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.
8. All media must be previewed for suitability by the classroom teacher before being shown students.

Teachers who are unsure of their obligations under this policy must confer with their principal prior to discussing controversial issues in the classroom.

~~Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:~~

- ~~• The issues discussed must be relevant to the curriculum and be part of a planned educational program.~~
- ~~• Students must have free access to appropriate materials and information for analysis and evaluation of the issues.~~
- ~~• The teacher must encourage students to consider and discuss a variety of viewpoints.~~
- ~~• The topic and materials used must be within the range, knowledge, maturity, and competence of the students.~~
- ~~• The teacher must inform parents and the building principal before discussing sensitive or controversial issues.~~
- ~~• The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.~~
- ~~• Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.-(Board Policy 6013)~~

### **Classroom Management and Student Discipline**

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

### **Parent-Teacher Communication**

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing, either through communication from the school or through parental access to the district's student information system. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card.

Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail, electronic communication, telephone calls, by personal contact or other appropriate method. 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. By providing the school district with their telephone number(s), parents agree to receive notifications from the school district's automatic notification system. (Board Policy 5019)

### **Student Assemblies and Pep Rallies**

Certificated Staff members will be given prior notice of school assemblies, including pertinent and specific instructions. Classroom teachers must accompany their students to the assembly, sit with them, and supervise their behavior for the entire assembly program.

### **Assignment of Teachers**

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

### **Use of Physical Force**

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property. (Board Policy 4018)

### **Homework Policy**

Homework consists of assignments made by teachers that students must complete during non-class time. Homework is intended to reinforce student learning of certain concepts and/or skills found in the district curriculum.

Teachers are encouraged to assign homework and must use their professional judgment in determining the length, difficulty, and student readiness to proceed with homework assignments. Homework assignments shall be kept minimal on Wednesday nights, which is traditionally considered "family night" in the community. (Board Policy 6017)

### **District Grading Policy**

The school will report student grades and/or academic progress to parents at least four times per year. The superintendent or his/her designee shall develop and implement student grading guidelines to be used by teachers. The objective of grading guidelines shall be to quantify and report the academic achievement of each student. (Board Policy 6018) A student's academic grade shall not be reduced because of disciplinary reasons. This policy shall not apply when a student's grade is reduced because of work the student missed because of an unexcused absence, during a suspension or dismissal period. A maximum 2-day time frame upon return will be allowed for make-up work, unless administration approved.

## Evaluation of Certificated Employees

The certificated employee is the key element of successful instruction. Every certificated employee should be capable of improving his or her performance, and the administration is responsible for evaluating certified employees in order to assist them in achieving a high quality of teaching.

All certificated employees to be evaluated shall be notified annually in writing. A certificated administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certificated employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to certificated employees only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

**Entire Instructional Period** - For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consist of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

**Actual Classroom Observation** - Actual classroom observation consists of observing the certified employee in any activities in a classroom setting. When a certified employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certified employee performing activities that are typical of his or her position. (Board Policy 4030)

## Teachers' Rights, Responsibilities, and Duties

All certificated employees shall assume the duties and responsibilities assigned by the superintendent or designee. Certificated employees' professional responsibilities involve considerably more than merely classroom instruction. They include, but are not limited to, study

and research to keep abreast of new knowledge and instructional techniques; assessment of students' work; record-keeping; lesson planning and preparation; conferences with students, parents and administrators; in-service meetings; and supervision of pupils outside the classroom.

Certificated employees must be in their classrooms or assigned areas as instructed by the building principal. All duty time is necessary for educational planning, preparation, and conferences with students, parents and faculty members.

All certificated employees must maintain a standard of dress, personal appearance, general decorum, moral standards and behavior that reflects their professional status in the community. (Board Policy 4024)

### **Extracurricular Activities**

Staff must schedule all events and other extracurricular activities at the

With the activity director and administration. According to the Nebraska School Activities Association, no activity contests may be scheduled on Sunday. In addition to this, the school wishes to work cooperatively with the churches of the community. Coaches and sponsors will avoid scheduling practices on Sundays. **EXCEPTION:** When a team or activity is required to play or perform in a district or state competition on Monday at the varsity level, practices may be scheduled after 3:00 PM, Sunday afternoon. Team and activity banquets, as well as limited performances, may also be scheduled after 3:00 PM on Sunday afternoon. **For any event scheduled on a Sunday, a school administrator must first grant permission.** When these rare instances occur, the school will make an attempt to notify the local churches.

Coaches and sponsors will not schedule activities and/or practices on Wednesday evenings, past 6:15pm. **EXCEPTION:** When a team or activity is required to play or perform in a conference event, district, or state tournament competition. In a rare instance, a rescheduled event may be considered based on a unique circumstance. When these instances occur, the school will make an attempt to notify the local churches.

**SNOW DAY Policy:** There is no school policy that prohibits practice or competitions on days that school is canceled due to inclement weather. However, **practice cannot be held unless you have permission from an administrator.** Also, there can be no practice or activity before 11:00 AM, so that snow removal can be done before there are cars in the parking lot. Any practice on a day when school is closed due to weather conditions cannot be mandatory. If parents are not comfortable with their child driving to school that athlete must be excused from practice. If school is dismissed early in the day due to current or impending inclement weather practice will not be permitted. Morning practice will not be permitted on late start scheduled days.

Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities. Regular classroom work in all grades will have precedence over any other

activity. Students will not be dismissed from classes to participate in extra-

curricular activities without permission from the principal. Make up slips

must be completely signed and returned to the sponsor of the activity prior

to dismissal from class. All evening activities must have adequate adult supervision. Non school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers

must be adults who have been approved by the school.

## **Professional Ethics**

The Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education, are the minimum standards for all certificated staff members of the school district. All certified employees are responsible for reading, understanding and complying with these standards. (Board Policy 4023)

## **Professional Growth**

Every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth. Each employee shall be required to earn 60 growth points during one growth period. Work completed during the summer between growth periods may be counted toward either the period just closed or the period which starts in September of the same year.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, college and adult education instruction, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth. Staff shall submit an approved professional growth credit form to the district office.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity. (Board Policy 4032)

## **Certification**

All educators must be duly certified by the Nebraska Department of Education in accordance with the Department's rules and the laws of Nebraska. They must file copies of their teaching certificates, including endorsements, with the superintendent of schools, and must promptly file any changes in certification or endorsements. Certificated employees are required to maintain all their endorsements, and may not permit any endorsement to lapse or remove it from their certificates. The board or superintendent may require a certified employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements. (Board Policy 4022)

## Policies and Procedures Regarding Classified Staff

### At-Will Employment

Classified staff members are employed “at-will.” Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

### Hours

Hours will vary with the employee’s department and position. Generally, a full-time employee is expected to work eight hours per day. Some employees will occasionally be asked to attend meetings before or after normal working hours. Employees will be paid for these meetings.

Classified staff leaving the building during the duty day must notify the building office prior to leaving and upon returning.

It is vital that the district’s employees arrive at work punctually and consistently. Employees who are chronically late or excessively absent will be disciplined, up to and including discharge.

### Paid Vacations and Holidays

Each position listed below shall be hired by the superintendent on the terms stated.

#### **12 Month Employees – Maintenance, Custodian, Business Manager, Head of Nutritional Services Cook/Custodial, Secondary Principal’s Secretary, Transportation Director**

- Employed on a 12-month basis
- Provided appropriate level of full coverage insurance
- Allowed two weeks (80 hours) paid vacation after 1 full school term of employment; one additional day is added for each year after 5 years of service up to 15 days maximum.
- Vacation is awarded when an average of 38 hours per week is reached annually.
- Allowed 10 days (80 hours) of sick leave per year, cumulative to 40 days - upon leaving employment, any unused sick leave will be paid out at a rate of \$10/day for 10 years or less service and \$25/day for 10 or more years of service.
- Paid holidays (8 hours each) include: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year’s Day, Good Friday, Memorial Day and the Fourth of July.
- Two Personal Days, Two Bereavement Days, One Professional Day.
- While working for the lunch program the head cook’s salary will be paid for out of the Lunch Fund

#### **10 Month Employee – Elementary Principal’s Secretary, Full-time Paraeducators, Kitchen Assistant Cooks, Dishwasher**

- Employed on a 10 -month basis
- Provided 12 months of full single coverage insurance
- Allowed 7 days (56 hours) of sick leave per year, cumulative to 40 days - upon leaving employment, any unused sick leave will be paid out at a rate of \$10/day for 10 years or less service and \$25/day for 10 or more years of service.
- Paid holidays (8 hours each) to include Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year’s Day, and Good Friday.

- Memorial Day will also be considered a paid holiday if school is in session.
- Two Personal Days, Two Bereavement Days, One Professional Day
- While working for the lunch program the cooks and dishwasher salary will be paid for out of the Lunch Fund

### **Half-time Employees – Paraeducators and Custodian**

- Provided appropriate level of full single coverage insurance
- Allowed 4 days (32 hours) of sick leave per year, cumulative to 40 days - upon leaving employment, any unused sick leave will be paid out at a rate of \$10/day for 10 years or less service and \$25/day for 10 or more years of service.
- Paid holidays (4 hours each) to include Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year’s Day, and Good Friday
- Memorial Day will also be considered a paid holiday if school is in session
- One Personal Day, One Bereavement Day, One Professional Day

### **Bus Drivers**

- Allowed 4 routes of leave per year
- Paid \$45 per route driven
- Paid \$15.00 per hour for Activity Routes

### **Reporting When School is Closed**

When school is closed due to inclement weather, classified staff should report to work based on their positions:

- a) **Secretaries/Clerical staff** should not report to work unless specifically directed to do so by their supervisor or the superintendent.
- b) **Paraprofessionals** should not report to work unless teaching staff are asked to report.
- c) **Food Service staff** should not report to work.
- d) **Bus Drivers** should not report to work.
- e) **Custodians/Maintenance staff** should report to work.

**OR**

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.



### **Physical Exam**

- Any non-certificated school employees who are required to do so by law must have a yearly physical examination.
- Required physical exams will be paid for by the district and a written notice given to the superintendent previous to September 1 of the ensuing year.
- The physical from a doctor may be specified by the board on a proper form to be provided by the superintendent.

- If the employee wishes to go to a doctor other than the one specified by the board, the expenses will not be borne by the district.

### **Summer Workshops for Food Handlers**

- Those employed to handle and prepare food for the Hot Lunch Program are required to obtain required in-service hours provided by the State Department of Food Services.
- All costs of the school and registration fees will be paid by the board of education. Transportation will be provided.

### **Non-Certificated/Classified Substitute Pay**

- A substitute for a non-certificated staff member will be paid on an hourly rate range set by the board. **How much is that?**

### **Other Provisions Applicable to All Classified Staff Rate of Pay Except Head Maintenance, Business Manager and Transportation Director**

- Classified employees who work more than 40 hours in a workweek shall receive 1½ times their regular hourly rate for each hour over 40 worked.

### **Other Provisions Applicable to all Classified Staff**

In an effort to secure the best qualified applicants, the superintendent may be allowed to negotiate certain items. (Board Policy 4040)

### **Timecards**

Please be sure to punch in and out on the timeclock. If the timeclock is down please complete a "Time Adjustment Sheet" with the date, times and log in number and have it approved by your building principal/supervisor and turn it into your respective office. **Employees are expected to punch in or out within 5 minutes of their scheduled work hours.** If you leave the building for anything other than school business you must punch out and punch in upon your return. (Example: Going home for lunch).

### **Overtime and Compensatory Time**

All classified employees must keep an accurate record of all hours worked for the district. Employees should not work more than forty hours in a given week without the express permission of their immediate supervisor or superintendent. Employees who accrue more than forty hours in a given week will receive overtime pursuant to federal law.

### **Leave Requests**

All classified employees must enter leave requests into AptaFund and have **prior approval** from their building principal or superintendent before taking leave except in the case of calling in the same day due to illness. Please state the reason you will be gone when entering your leave request as this may be entered into your leave history.

## **Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (ANAPHYLAXIS)**

School employees will comply with the requirements of "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)". The district shall procure and maintain the equipment and medication necessary to implement the protocol.

The superintendent shall obtain the required signature(s) of one or more physicians licensed to practice medicine in Nebraska on the form entitled "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" ("Protocol"). The superintendent shall publish this policy and Protocol in each employee handbook.

The superintendent shall arrange to have a qualified medical person train employees, and for training updates as necessary.

School Nurse:	Angie Borg - Ext. 154
Elementary:	Lynette Haisch – Ext. 117 Cathy Hoffart – Ext. 105
High School:	Iris Borg – Ext. 216 Shannon Carroll – Ext. 217

### **Appendix A - Negotiated Agreement**

**Handed out separately to the certificated staff**

## **Wakefield Community School Teacher Evaluation Policy/Process**

Revised 2017

Wakefield Community School is dedicated to formal evaluations and informal consultations that will be carried out with all certificated staff as a continuous process for improvement of instruction utilizing Charlotte Danielson's *A Framework for Teaching*. Evaluations will be conducted by district administration on a consistent basis. The evaluation process, which shall be tied to the district's instructional goals, and individual teacher goals (SLO), shall identify areas of strength and areas of concerns/improvement. Teacher evaluations shall also be used to substantiate promotion, retention and dismissal decisions.

**Criteria of Certified Staff Evaluations:** The criteria for certified staff evaluations shall be tied to the district's instructional goals and individual staff member goals (SLO) and shall include, but not be limited to:

1. Domain 1: Planning and Preparation
2. Domain 2: The Classroom Environment
3. Domain 3: Instructi
4. Domain 4: Professionalism

**Process for Certified Staff Evaluation:**

1. All certified probationary staff shall be observed at least once each semester for one instructional period.
2. Certified tenured staff shall be observed on a 3 year rotation.
  - a. During the summative observation year, at least two (2) formal observations will be completed for one instructional period each. One of these observations will be scheduled in collaboration with administration and the certified staff member. The second observation will be determined by administration and will be unannounced. Documentation of Domains 2 and 3 will be included in the observation form. Documentation of all domains will be included on the final summative form.
  - b. During the non-summative years, staff will complete specific Student Learning Objectives (SLO) and submit to administration. During the school year, the staff member and administration will meet to discuss progress and to show evidence of growth.
  - c. During the non-summative years, staff will submit a written reflection of their progress on their individual Student Learning Objectives (SLO).
  - d. In addition, at least one time a year all staff will submit a yearly reflection to show evidence of professional growth. All certified staff members will answer at least one question from each of the domain areas and two other questions that they select.

**Documentation of the Evaluation:** The evaluation shall:

1. Be presented to the certified teacher, verbally and in writing, within two weeks following each observation.
2. Provide for written communication to the teacher specifying:
  - a. Deficiencies
  - b. A means for correcting any deficiencies
  - c. A timeline for implementing the suggested improvement
  - d. Provide for a written teacher response to the evaluation within two weeks of each observation

**Wakefield Community School District  
Evaluation Process  
Year 1**

Summative Evaluation Year

Tenured/Non-tenured Staff

1. Building administrator and teacher set up a time to complete the announced classroom visit. During this time, building administrators will observe for at least one instructional period.
  - a. Evaluation 1 Components:
    - i. Script of actual lesson
    - ii. Comments, Strengths and Deficiencies
2. Building administrator and teacher meet to discuss the first observation. Discussion of Student Learning Objectives and lesson reflection.
3. Building administrator will complete multiple walk-thrus during the school year.
4. Building administrator will complete the unannounced classroom visitation.
5. During this time, building administrators will observe for at least one instructional period.
  - a. Evaluation 2 Components:
    - i. Script of actual lesson
    - ii. Comments, Strengths and Deficiencies
    - iii. Summative rubric, with comments for each domain
6. Building administrator and teacher meet to discuss the second observation. Discussion of Student Learning Objectives, lesson reflection, summary of self-reflection, and summative rubric.
7. Student Learning Objectives are required for all levels of teachers.

\*If at any time administration has concerns, they will conduct additional observations and may require additional items on a case by case basis.

**Wakefield Community School District  
Evaluation Process  
Year 2 & 3**

Non-Summative Evaluation Year

Tenured/Non-tenured Staff

1. Certified staff members will complete Student Learning Objectives and submit to the building administrator by September 15.
2. Teacher and building administrator will meet to discuss the SLO.
3. During the school year, teachers will collect data and evidence to show progress towards meeting the SLO. Data will be submitted prior to December.
4. All teachers will submit a videotaped lesson and a completed self-reflection at least one time during each school year. The videotaped lesson will not be observed by building administration unless deemed necessary by the administrator.
5. At the end of each school year, all staff will submit a completed analysis of their Student Learning Objective with data and evidence of student progress/growth.

**Wakefield Community School District  
Classroom Observation Record**

Date of Observation: \_\_\_\_\_ Teacher: \_\_\_\_\_

Time: \_\_\_\_\_ Class/Observed: \_\_\_\_\_

OBSERVATIONS (building administrator will script the lesson):

Comments:

**Wakefield Community School District  
Teacher Response to the Evaluation**

\_\_\_\_\_  
Certified Staff Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

**Wakefield Community School  
Teacher Summative Evaluation**

Teacher: \_\_\_\_\_

School Years: \_\_\_\_\_

**Domain 1: Planning and Preparation**

Element	1 Unsatisfactory	2 Basic	3 Proficient	4 Distinguished
1a. Demonstrating knowledge of content and pedagogy				
1b. Demonstrating knowledge of students				
1c. Setting instructional outcomes				
1d. Demonstrating knowledge of resources				
1e. Designing coherent instruction				
1f. Designing student assessments				

Domain 1: Comments and Feedback

Strengths:

Deficiencies:

**Domain 2: The Classroom Environment**

Element	1 Unsatisfactory	2 Basic	3 Proficient	4 Distinguished
2a. Creating an environment of respect and rapport				
2b. Establishing a culture for learning				
2c. Managing classroom procedures				
2d. Managing student behaviour				
2e. Organizing physical space				

<p>Domain 2: Comments and Feedback</p> <p>Strengths:</p> <p>Deficiencies:</p>
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**Domain 3: Instruction**

Element	1 Unsatisfactory	2 Basic	3 Proficient	4 Distinguished
3a. Communicating with students				
3b. Using questioning and discussion techniques				
3c. Engaging students in learning				
3d. Using assessment in instruction				

3e. Demonstrating flexibility and responsiveness				
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<p>Domain 3: Comments and Feedback</p> <p>Strengths:</p> <p>Deficiencies:</p>
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**Domain 4: Professionalism**

Element	1 Unsatisfactory	2 Basic	3 Proficient	4 Distinguished
4a. Reflecting on teaching				
4b. Maintaining accurate records				
4c. Communicating with families				
4d. Participating in the professional community				
4e. Growing and developing professionally				
4f. Showing professionalism				

<p>Domain 4: Comments and Feedback</p> <p>Strengths:</p> <p>Deficiencies:</p>
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**Wakefield Community School District**  
**Improvement Plan/Means for Correction of Deficiencies**  
(must include timeline, target areas and expectations)

**Wakefield Community School District  
Teacher Response to Comprehensive Evaluation**

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Signature does not indicate agreement with the evaluation, it only acknowledges receipt that discussion took place.

Component	Unsatisfactory	Basic	Proficient	Distinguished
1a: Demonstrating Knowledge of Content and Pedagogy	In planning and practice, the teacher makes content errors or does not correct errors made by students. The teacher displays little understanding of prerequisite knowledge important to student learning of the content. The teacher displays little or no understanding of the range of pedagogical approaches suitable to student learning of the content.	The teacher is familiar with the important concepts in the discipline but displays a lack of awareness of how these concepts relate to one another. The teacher's plans and relationships indicate some awareness of prerequisite learning, although such knowledge may be inaccurate or incomplete. The teacher's plans and practice reflect a limited range of pedagogical approaches to the discipline or to the students.	The teacher displays solid knowledge of the important concepts in the discipline and how these relate to one another. The teacher demonstrates accurate understanding of prerequisite relationships among topics. The teacher's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the subject.	The teacher displays extensive knowledge of the important concepts in the discipline and how these relate both to one another and to other disciplines. The teacher's plans and practice demonstrates understanding of prerequisite relationships among topics and concepts and understands the link to necessary cognitive structures that ensure student understanding. The teacher's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the discipline and the ability to anticipate student misconceptions.
1b: Demonstrating Knowledge of Students	The teacher displays minimal understanding of how students learn—and little knowledge of their varied approaches to learning, knowledge and skills, special needs, and interests and cultural heritages—and does not indicate that such knowledge is valuable.	The teacher displays generally accurate knowledge of how students learn and of their varied approaches to learning, knowledge and skills, special needs, and interests and cultural heritages, yet may apply this knowledge not to individual students but to the class as a whole.	The teacher understands the active nature of student learning and attains information about levels of development for groups of students. The teacher also purposefully acquires knowledge from several sources about groups of students' varied approaches to learning, knowledge and skills, special needs, and interests and cultural heritages.	The teacher understands the active nature of student learning and acquires information about levels of development for individual students. The teacher also systematically acquires knowledge from several sources about individual students' varied approaches to learning, knowledge and skills, special needs, and interests and cultural heritages.
1c: Setting Instructional Outcomes	The outcomes represent low expectations for students and lack of rigor, and not all of these outcomes reflect important learning in the discipline. They are stated as student activities, rather than as outcomes for learning. Outcomes reflect only one type of learning and only one discipline or strand and are suitable for only some students.	Outcomes represent moderately high expectations and rigor. Some reflect important learning in the discipline and consist of a combination of outcomes and activities. Outcomes reflect several types of learning, but the teacher has made no effort at coordination or integration. Outcomes, based on global assessments of student learning, are suitable for most of the students in the class.	Most outcomes represent rigorous and important learning in the discipline and are clear, are written in the form of student learning, and suggest viable methods of assessment. Outcomes reflect several different types of learning and opportunities for coordination, and they are differentiated, in whatever way is needed, for different groups of students.	All outcomes represent high-level learning in the discipline. They are clear, are written in the form of student learning, and permit viable methods of assessment. Outcomes reflect several different types of learning and, where appropriate, represent opportunities for both coordination and integration. Outcomes are differentiated, in whatever way is needed, for individual students.

1d: Demonstrating Knowledge of Resources	The teacher is unaware of resources for classroom use, for expanding one's own knowledge, or students available through the school or district.	The teacher displays basic awareness of resources available for classroom use, for expanding one's own knowledge, and for students through the school, but no knowledge of resources available more broadly.	The teacher displays awareness of resources beyond those provided by the school or district, including those on the Internet, for classroom use and for extending one's professional skill, and seeks out such resources.	The teacher's knowledge of resources for classroom use and for extending one's professional skill is extensive, including those available through the school or district, in the community, through professional organizations and universities, and on the Internet.
1e. Designing coherent instruction	Learning activities are poorly aligned with the instructional outcomes, do not follow an organized progression, are not designed to engage students in active intellectual activity, and have unrealistic time allocations. Instructional groups are not suitable to the activities and offer no variety.	Some of the learning activities and materials are aligned with the instructional outcomes and represent moderate cognitive challenge, but with no differentiation for different students. Instructional groups partially support the activities, with some variety. The lesson or unit has a recognizable structure; but the progression of activities is uneven, with only some reasonable time allocations.	Most of the learning activities are aligned with the instructional outcomes and follow an organized progression suitable to groups of students. The learning activities have reasonable time allocations; they represent significant cognitive challenge, with some differentiation for different groups of students and varied use of instructional groups.	The learning activities follow a coherent sequence, and is aligned to instructional goals, and is designed to engage students in high-level cognitive activity. These are appropriately differentiated for individual learners. Instructional groups are varied appropriately, with some opportunity for student choice.
1f. Designing Student Assessments	Assessment procedures are not congruent with instructional outcomes and lack criteria by which student performance will be assessed. The Teacher has no plans to incorporate formative assessment in the lesson or unit, nor any plans to use assessment results in designing future instruction.	Assessment procedures are partially congruent with instructional outcomes. Assessment criteria and standards have been developed, but they are not clear. The teacher's approach to using formative assessment is rudimentary, including only some of the instructional outcomes. The teacher intends to use assessment results to plan for future instructional for the class as a whole.	All the instructional outcomes may be assessed by the proposed assessment plan; assessment methodologies may have been adapted for groups of students. Assessment criteria and standards are clear. The teacher has a well-developed strategy for using formative assessment and has designed particular approaches to be used.	All the instructional outcomes may be assessed by the proposed assessment plans, with clear criteria for assessing student work. The plan contains evidence of student contribution to its development. Assessment methodologies have been adapted for individual students as the need has arisen. The approach to using formative assessment is well designed and includes student as well as teacher use of the assessment information.

Component	Unsatisfactory	Basic	Proficient	Distinguished
2a: Creating an Environment of Respect and Rapport	Patterns of classroom interactions, both between teacher and students and among students, are mostly negative, inappropriate, or insensitive to students' ages, cultural backgrounds, and developmental levels. Student interactions are characterized by sarcasm, put-downs, or conflict. The teacher does not deal with disrespectful behavior.	Patterns of classroom interactions, both between teacher and students and among students, are generally appropriate but may reflect occasional inconsistencies, favoritism, and disregard for students' ages, cultures, and developmental levels. Students rarely demonstrate disrespect for one another. The teacher attempts to respond to disrespectful behavior, with uneven results.	Teacher-student interactions are friendly and demonstrate general caring and respect. Such interactions are appropriate to the ages, cultures, and developmental levels of the students. Interactions among students are generally polite and respectful, and students exhibit respect for the teacher. The teacher responds successfully to disrespectful behavior among students.	Classroom interactions between teacher and students and among students are highly respectful, reflecting genuine warmth, caring, and sensitivity to students as individuals. Students exhibit respect for the teacher and contribute to high levels of civility among all members of the class.
2b: Establishing a Culture for Learning	The classroom culture is characterized by a lack of teacher or student commitment to learning, and/or little or no investment of student energy in the task at hand. Hard work and the precise use of language are not expected or valued. Medium to low expectations for student achievement are the norm, with high expectations for learning reserved for only one or two students.	The classroom culture is characterized by little commitment to learning by the teacher or students. The teacher appears to be only "going through the motions," and students indicate that they are interested in the completion of a task rather than the quality of the work. The teacher conveys that student success is the result of natural ability rather than hard work, and refers only in passing to the precise use of language. High expectations for learning are reserved for those students thought to have a natural aptitude for the subject.	The classroom culture is a place where learning is valued by all; high expectations for both learning and hard work are the norm for most students. Students understand their role as learners and consistently expend effort to learn. Classroom interactions support learning, hard work, and the precise use of language.	The classroom culture is a cognitively busy place, characterized by a shared belief in the importance of learning. The teacher conveys high expectations for learning for all students and insists on hard work; students assume responsibility for high quality by initiating improvements, making revisions, adding detail, and/or assisting peers in their precise use of language.
2c: Managing Classroom Procedures	Much instructional time is lost due to inefficient classroom routines and procedures. There is little or no evidence of the teacher's managing instructional groups and transitions and/or handling of materials and supplies effectively. There is little evidence that students know or follow established routines, or that volunteers or	Some instructional time is lost due to partially effective classroom routines and procedures. The teacher's management of instructional groups and transitions, or handling of materials and supplies, or both, are inconsistent, leading to some disruption of learning. With regular guidance and prompting, students follow established routines and	There is little loss of instructional time due to effective classroom routines and procedures. The teacher's management of instructional groups and transitions, or handling of materials and supplies, or both, are consistently successful. With minimal guidance and prompting, students follow established classroom routines and volunteers and	Instructional time is maximized due to efficient and seamless classroom routines and procedures. Students take initiative in the management of instructional groups and transitions, and/or the handling of materials and supplies. Routines are well understood and may be initiated by students. Volunteers and paraprofessionals make an

	paraprofessionals have clearly defined tasks..	volunteers and paraprofessionals perform their duties.	paraprofessionals contribute to the class.	independent contribution to the class.
2d: Managing Student Behavior	There appear to be no established standards of conduct, or students challenge them. There is little or no teacher monitoring of student behavior, and response to students' misbehavior is repressive or disrespectful of student dignity.	Standards of conduct appear to have been established, but their implementation is inconsistent. The teacher tries, with uneven results, to monitor student behavior and respond to student misbehavior.	Student behavior is generally appropriate. The teacher monitors student behavior against established standards of conduct. Teacher response to student misbehavior is consistent, proportionate, and respectful to students and is effective.	Student behavior is entirely appropriate. Students take an active role in monitoring their own behavior and respectfully intervene as appropriate with that of other students who aren't following the standards of conduct. Teacher monitoring of student behavior is subtle and preventive. The teacher's response to student misbehavior is sensitive to individual student needs and respects students' dignity.
2e: Organizing Physical Space	The classroom environment is unsafe, or learning activities are not accessible to many. There is poor alignment between the arrangement of furniture and resources, including computer technology, and the lesson activities.	The classroom is safe, and essential learning activities are accessible to most students. The teacher makes modest use of physical resources, including computer technology. The teacher attempts to adjust the classroom furniture for a lesson or, if necessary, to adjust the lesson to the furniture, but with limited effectiveness.	The classroom is safe, and students have equal access to learning activities; the teacher ensures that the furniture arrangement is appropriate to the learning activities and uses physical resources, including computer technology, effectively.	The classroom environment is safe, and learning activities are accessible to all students, including those with special needs. The teacher makes effective use of physical resources, including computer technology. The teacher ensures that the physical arrangement is appropriate to the learning activities. Students contribute to the use or adaptation of the physical environment to advance learning.

Component	Unsatisfactory	Basic	Proficient	Distinguished
3a: Communicating with Students	The instructional purpose of the lesson is unclear to students, and the directions and procedures are confusing. The teacher's explanation of the content contains major errors and does not include any explanation of strategies students might use. The teacher's spoken or written language contains errors of grammar or syntax. The teacher's academic vocabulary is inappropriate, vague, or used incorrectly, leaving students confused.	The teacher's attempt to explain the instructional purpose has only limited success, and/or directions and procedures must be clarified after initial student confusion. The teacher's explanation of the content may contain minor errors; some portions are clear, others difficult to follow. The teacher's explanation does not invite students to engage intellectually or to understand strategies they might use when working independently. The teacher's spoken language is correct but uses vocabulary that is either limited or not fully appropriate to the students' ages or backgrounds. The teacher rarely takes opportunities to explain academic vocabulary.	The instructional purpose of the lesson is clearly communicated to students, including where it is situated within broader learning; directions and procedures are explained clearly and may be modeled. The teacher's explanation of content is scaffold, clear, and accurate and connects with students' knowledge and experience. During the explanation of content, the teacher focuses, as appropriate, on strategies students can use when working independently and invites student intellectual engagement. The teacher's spoken and written language is clear and correct and is suitable to students' ages and interests. The teacher's use of academic vocabulary is precise and serves to extend student understanding.	The teacher links the instructional purpose of the lesson to the larger curriculum; the directions and procedures are clear and anticipate possible student misunderstanding. The teacher's explanation of content is thorough and clear, developing conceptual understanding through clear scaffolding and connecting with students' interests. Teacher encourages students to contribute to the content to explain concepts to their classmates. Teacher's spoken and written language is expressive, and the teacher finds opportunities to extend students' vocabulary.
3b: Using Questioning and Discussion Techniques	The teacher's questions are of low cognitive challenge, with single correct responses, and are asked in rapid succession. Interaction between the teacher and students is predominantly recitation style, with the teacher mediating all questions and answers; the teacher accepts all contributions without asking students to explain their reasoning. Only a few students participate in the discussion.	The teacher's questions lead students through a single path of inquiry, with answers seemingly determined in advance. Alternatively, the teacher attempts to ask some questions designed to engage students in thinking, but only a few students are involved. The teacher attempts to engage all students in the discussion, to encourage them to respond to one another, and to explain their thinking, with uneven results.	While the teacher may use some low-level questions, he poses questions designed to promote student thinking and understanding. The teacher creates a genuine discussion among students, providing adequate time for students to respond and stepping aside when doing so is appropriate. The teacher challenges students to justify their thinking and successfully engages most students in the discussion, employing a range of strategies to ensure that most students are heard.	The teacher uses a variety or series of questions or prompts to challenge students cognitively, advanced high-level thinking and discourse, and promote metacognition. Students formulate many questions, initiate topics, challenge in a positive manner one another's thinking, and make positive contributions.

<p>3c: Engaging Students in Learning</p>	<p>The learning tasks/ activities, materials and resources are poorly aligned with the instructional outcomes, or require only rote responses, with only one approach possible. The groupings of students are unsuitable to the activities. The lesson has no clearly defined structure, or the pace of the lesson is too slow or rushed.</p>	<p>The learning tasks and activities are partially aligned with the instructional outcomes but require only minimal thinking by students and little opportunity for them to explain their thinking, allowing most students to be passive or merely compliant. The groupings of students are moderately suitable to the activities. The lesson has a recognizable structure; however, the pacing of the lesson may not provide students the time needed to be intellectually engaged or may be so slow that many students have a considerable amount of “down time.”</p>	<p>The learning tasks and activities are fully aligned with the instructional outcomes and are designed to challenge student thinking, inviting students to make their thinking visible. This technique results in active intellectual engagement by most students with important and challenging content and with teacher scaffolding to support that engagement. The groupings of students are suitable to the activities. The lesson has a clearly defined structure, and the pacing of the lesson is appropriate, providing most students the time needed to be intellectually engaged.</p>	<p>Virtually all students are intellectually engaged in challenging content through well-designed learning tasks and activities that require complex thinking by students. The teacher provides suitable scaffolding and challenges students to explain their thinking. There is evidence of some student initiation of inquiry and student contributions to the exploration of important content; students may serve as resources for one another. The lesson has a clearly defined structure, and the pacing of the lesson provides students the time needed not only to intellectually engage with and reflect upon their learning but also to consolidate their understanding.</p>
<p>3d: Using Assessment in Instruction</p>	<p>Students do not appear to be aware of the assessment criteria, and there is little or no monitoring of student learning; feedback is absent or of poor quality. Students do not engage in self- or peer assessment.</p>	<p>Students appear to be only partially aware of the assessment criteria, and the teacher monitors student learning for the class as a whole. Questions and assessments are rarely used to diagnose evidence of learning. Feedback to students is general, and few students assess their own work..</p>	<p>Students appear to be aware of the assessment criteria, and the teacher monitors student learning for groups of students. Questions and assessments are regularly used to diagnose evidence of learning. Teacher feedback to groups of students is accurate and specific; some students engage in self-assessment</p>	<p>Assessment is fully integrated into instruction, through extensive use of formative assessment. Students appear to be aware of, and there is some evidence that they have contributed to, the assessment criteria. Questions and assessments are used regularly to diagnose evidence of learning by individual students. A variety of forms of feedback, from both teacher and peers, is accurate and specific and advances learning. Students self-assess and monitor their own progress. The teacher successfully differentiates instruction to address individual students' misunderstandings.</p>

3e: Demonstrating Flexibility and Responsiveness	The teacher ignores students' questions; when students have difficulty learning, the teacher blames them or their home environment for their lack of success. The teacher makes no attempt to adjust the lesson even when students don't understand the content.	The teacher accepts responsibility for the success of all students but has only a limited repertoire of strategies to use. Adjustment of the lesson in response to assessment is minimal or ineffective.	The teacher successfully accommodates students' questions and interests. Drawing on a broad repertoire of strategies, the teacher persists in seeking approaches for students who have difficulty learning. If impromptu measures are needed, the teacher makes a minor adjustment to the lesson and does so smoothly.	The teacher seizes an opportunity to enhance learning, building on a spontaneous event or students' interests, or successfully adjusts and differentiates instruction to address individual student misunderstandings. Using an extensive repertoire of instructional strategies and soliciting additional resources from the school or community, the teacher persists in seeking effective approaches for students who need help.
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Component	Unsatisfactory	Basic	Proficient	Distinguished
4a: Reflecting on Teaching	The teacher does not know whether a lesson was effective or achieved its instructional outcomes, or the teacher profoundly misjudges the success of a lesson. The teacher has no suggestions for how a lesson could be improved.	The teacher has a generally accurate impression of a lesson's effectiveness and the extent to which instructional outcomes were met. The teacher makes general suggestions about how a lesson could be improved.	The teacher makes an accurate assessment of a lesson's effectiveness and the extent to which it achieved its instructional outcomes and can cite general references to support the judgment. The teacher makes a few specific suggestions of what could be tried another time the lesson is taught.	The teacher makes an accurate assessment of a lesson's effectiveness and the extent to which it achieved its instructional outcomes, citing many specific examples from the lesson and weighing the relative strengths of each. Drawing on an extensive repertoire of skills, the teacher offers specific alternative actions, complete with the probable success of different courses of action.
4b: Maintaining Accurate Records	The teacher's system for maintaining information on student completion of assignments and student progress in learning is nonexistent or in disarray. The teacher's records for non-instructional activities are in disarray, the result being errors and confusion.	The teacher's system for maintaining information on student completion of assignments and student progress in learning is rudimentary and only partially effective. The teacher's records for non-instructional activities are adequate but inefficient and, unless given frequent oversight by the teacher, prone to errors.	The teacher's system for maintaining information on student completion of assignments, student progress in learning, and non-instructional records is fully effective.	The teacher's system for maintaining information on student completion of assignments, student progress in learning, and non-instructional records is fully effective. Students contribute information and participate in maintaining the records when appropriate.

<p>4c: Communicating with Families</p>	<p>The teacher provides little information about the instructional program to families; the teacher's communication about students' progress is minimal. The teacher does not respond, or responds insensitively, to parental concerns.</p>	<p>The teacher makes sporadic attempts to communicate with families about the instructional program and about the progress of individual students but does not attempt to engage families in the instructional program. Moreover, the communication that does take place may not be culturally sensitive to those families.</p>	<p>The teacher provides frequent and appropriate information to families about the instructional program and conveys information about individual student progress in a culturally sensitive manner. The teacher makes some attempts to engage families in the instructional program.</p>	<p>The teacher communicates frequently with families in a culturally sensitive manner, with students contributing to the communication. The teacher responds to family concerns with professional and cultural sensitivity. The teacher's efforts to engage families in the instructional program are frequent.</p>
<p>4d: Participating in the Professional Community</p>	<p>The teacher's relationships with colleagues are negative or self-serving. The teacher avoids participation in a professional culture of inquiry, resisting opportunities to become involved. The teacher avoids becoming involved in school events or school and district projects.</p>	<p>The teacher maintains cordial relationships with colleagues to fulfill duties that the school or district requires. The teacher participates in the school's culture of professional inquiry when invited to do so. The teacher participates in school events and school and district projects when specifically asked.</p>	<p>The teacher's relationships with colleagues are characterized by mutual support and cooperation; the teacher actively participates in a culture of professional inquiry. The teacher volunteers to participate in school events and in school and district projects, making a substantial contribution.</p>	<p>The teacher's relationships with colleagues are characterized by mutual support and cooperation, with the teacher taking initiative in assuming leadership among the faculty. The teacher takes a leadership role in promoting a culture of professional inquiry. The teacher volunteers to participate in school events and district projects, making a substantial contribution and assuming a leadership role in at least one aspect of school or district life.</p>
<p>4e: Growing and Developing Professionally</p>	<p>The teacher engages in no professional development activities to enhance knowledge or skill. The teacher resists feedback on teaching performance from either supervisors or more experienced colleagues. The teacher makes no effort to share knowledge with others or to assume professional responsibilities.</p>	<p>The teacher participates to a limited extent in professional activities when they are convenient. The teacher engages in a limited way with colleagues and supervisors in professional conversation about practice, including some feedback on teaching performance. The teacher finds limited ways to assist other teachers and contribute to the profession.</p>	<p>The teacher seeks out opportunities for professional development to enhance content knowledge and pedagogical skill. The teacher actively engages with colleagues and supervisors in professional conversation about practice, including feedback about practice. The teacher participates actively in assisting other educators and looks for ways to contribute to the profession.</p>	<p>The teacher seeks out opportunities for professional development and makes a systematic effort to conduct action research. The teacher solicits feedback on practice from both supervisors and colleagues. The teacher initiates important activities to contribute to the profession.</p>

<p>4f: Showing Professionalism</p>	<p>The teacher displays dishonesty in interactions with colleagues, students, and the public. The teacher is not alert to students' needs and contributes to school practices that result in some students' being ill served by the school. The teacher makes decisions and recommendations that are based on self-serving interests. The teacher does not comply with school and district regulations.</p>	<p>The teacher is honest in interactions with colleagues, students, and the public. The teacher's attempts to serve students are inconsistent, and unknowingly contributes to some students being ill served by the school. The teacher's decisions and recommendations are based on limited though genuinely professional considerations. The teacher must be reminded by supervisors about complying with school and district regulations.</p>	<p>The teacher displays high standards of honesty, integrity, and confidentiality in interactions with colleagues, students, and the public. The teacher is active in serving students, working to ensure that all students receive a fair opportunity to succeed. The teacher maintains an open mind in team or departmental decision making. The teacher complies fully with school and district regulations.</p>	<p>The teacher can be counted on to hold the highest standards of honesty, integrity, and confidentiality and takes a leadership role with colleagues. The teacher is highly proactive in serving students, seeking out resources when needed. The teacher makes a concerted effort to challenge negative attitudes or practices to ensure that all students, particularly those traditionally underserved, are honored in the school. The teacher takes a leadership role in team or departmental decision making and helps ensure that such decisions are based on the highest professional standards. The teacher complies fully with school and district regulations, taking a leadership role with colleagues.</p>
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## Student Learning Objective (SLO) Template

*This template should be completed while referring to the SLO Template Checklist.*

Teacher Name: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Content Area and Course(s): \_\_\_\_\_ Grade Level(s): \_\_\_\_\_

Please use the guidance provided in addition to this template to develop components of the student learning objective and populate each component in the space below.

### Baseline and Trend Data

*What information is being used to inform the creation of the SLO and establish the amount of growth that should take place?*

### Student Population

*Which students will be included in this SLO? Include course, grade level, and number of students.*

### Interval of Instruction

*What is the duration of the course that the SLO will cover? Include beginning and end dates.*

### Standards and Content

*To what related standards is the SLO aligned?*

**Assessment(s)**

*What assessment(s) will be used to measure student growth for this SLO?*

**Growth Target(s)**

*Considering all available data and content requirements, what growth target(s) can students be expected to reach?*

**Rationale for Growth Target(s)**

*What is your rationale for setting the above target(s) for student growth within the interval of instruction?*

**Wakefield Community School District  
Walk Thru Form**

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

Time: \_\_\_\_\_ Content: \_\_\_\_\_

**Domain 1: Planning and Preparation**

- 1A - Demonstrating knowledge of content and pedagogy
- 1B - Demonstrating knowledge of students
- 1C - Setting instructional outcomes
- 1D - Demonstrating knowledge of resources
- 1E - Designing coherent instruction
- 1F - Designing student assessments

Comments/Feedback

**Domain 2: The Classroom Environment**

- 2A - Creating an environment of respect and rapport
- 2B - Establishing a culture for learning
- 2C - Managing classroom procedures
- 2D - Managing student behavior
- 2E - Organizing physical space

Comments/Feedback

**Domain 3: Instruction**

- 3A - Communicating with students
- 3B - Using questioning and discussion techniques
- 3C - Engaging students in learning
- 3D - Using assessment in instruction
- 3E - Demonstrating flexibility and responsiveness

Comments/Feedback

Domain 4: Professionalism

- 4A - Reflecting on teaching
- 4B - Maintaining accurate records
- 4C - Communicating with families
- 4D - Participating in the professional community
- 4E - Growing and developing professionally
- 4F - Showing professionalism

Comments/Feedback

**Wakefield Community School District  
Videotaped Lesson Self-Reflection**

1. What went well during your lesson?

2. What are some areas that surprised you during your lesson?

3. What is an area that you want to work on/improve on based on your videotaped lesson?

4. Were you surprised with any “behaviours” that you observed during your video?

5. How does this lesson/activity support your Student Learning Objective?

**Wakefield Community Schools  
Student Learning Objective  
Summary/Reflection**

## Return to Work Form

(To be completed by a healthcare provider prior to returning to work.)

\_\_\_\_\_ has been treated by me for \_\_\_\_\_  
(Patient) (Condition)

I have examined the Patient named above and reviewed the Patient's job description, if provided. I certify that in accordance with the patient's physical capability (check all that apply)

### Restrictions

- Patient may resume work immediately, no restrictions
- Patient may resume work immediately with the following restrictions:
  - Sedentary work (sitting, occasional walking, standing, lifting less than 10 lbs.)
  - Light work (lifting less than 20 lbs.)
  - Medium work (lifting less than 50 lbs.)
  - Heavy work (lifting less than 100 lbs.)
  - Other\*: \_\_\_\_\_
  - Other\*: \_\_\_\_\_

*\*If "Other" is selected, on a separate sheet of paper address the details of the restriction, the particular duties which are affected, why they are affected, and any accommodations which would allow the employee to perform the duties.*

### Hours/Shifts

- He/She is released to work
  - Hours per day: \_\_\_\_\_
  - His/her normal shift
- He/She may return to work at full duty on \_\_\_\_\_ (date)
- He/She has a return appointment on \_\_\_\_\_ (date) at \_\_\_\_\_ (time)

### Other Medically Significant Information the Employer Should Know:

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\_\_\_\_\_  
Healthcare Provider's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Healthcare Provider

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Type of Practice

## 2022-2023 School Year

<p><b>August 2022</b></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p>15-16 Teacher Preservice 15 Meet and Greet at 5:00pm 17 Students Begin 1:00 Dismissal 24 2:00 Dismissal 31 2:00 Dismissal</p>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>September 2022</b></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table> <p>5 Labor Day - No School 7 2:00 Dismissal 14 2:00 Dismissal 19 Teacher In-Service 21 2:00 Dismissal 28 2:00 Dismissal</p>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
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<p>5-6 2:00 Dismissal P/T Conferences 7 No School 12 2:00 Dismissal 17 Teacher In-Service 19 2:00 Dismissal 21 End of 1st Quarter 26 2:00 Dismissal</p> <p style="text-align: center;">44 Student Days 49 Teacher Days</p>	<p><b>October 2022</b></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>November 2022</b></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table> <p>2 2:00 Dismissal 9 2:00 Dismissal 14 Teacher In-Service 16 2:00 Dismissal 23-25 Thanksgiving Break 30 2:00 Dismissal</p>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
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Revised 1/5/2022

## Acknowledgement of Receipt

This signed receipt acknowledges receipt of the ~~2022-2023~~~~2021-2022~~ 2022-2023 Employee Handbook of Wakefield Community School which includes:

My authorization for the district to deduct or withhold from my pay amounts necessary to offset any damages I cause to district property or the value of property or money entrusted to me or owed by me to the district during the course of my employment due to undue negligence.

I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

If I have any questions about any provision, I should confer with my supervisor or building principal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Listed below are the school keys that are in my possession.**

(Example - D3)

\_\_\_\_\_  
Fob: \_\_\_\_\_

Add:

## **Child Abuse**

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.

Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

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

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an

IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

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

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

### **Conflict of Interest**

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee 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 employee would thereby be influenced.

## Multicultural Education Report to the Board 7-11-2022

### 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 highlight diversity in America.



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
<i>2021-22 NRCSA Membership Dues</i>	<i>\$850.00</i>
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> 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> 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> 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> 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> 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> 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> 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> 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> 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> 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> 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> 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> 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> 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> 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> 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> 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> 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> 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> 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> 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



Qty	Product	Sell Price	
		Unit	Extended
<b>Super Office</b>			
1	<b>BK-42RD29V</b> Beck, Conference Table W/ Veneer Top, 42"W x 42"D x 29"H Finish EBY Ebony	\$959.50	\$959.50
1	<b>DU6ACS.3084LE</b> Rectangle Table with C-Foot, squared-edge, 30" deep (29" surface size), 84" wide (82" surface size), laminate top/thermoplastic edge, electric standard range NNP no power access SUD simple up down BU black umber BU black umber G2 graphite satin leg with graphite satin foot PHD high density cable trough NNN no cutout 57 glides	\$1,515.38	\$1,515.38
1	<b>FF53M.BF73624PRLTWD</b> @Wood Vert Tower w/ Low Stg,BF low crdnz,68" h,36" w,20" d,4H ft,shlvs left, wdrb right, 2 symm dr,lam case & dr,fin case top,wood,lock on dr & drw Case/Edge Finish LBU @medium matte walnut Door/Edge Finish LBU @medium matte walnut Foot Finish G1 @graphite Drawer Pull Finish G1 @graphite Lock Option KA @keyed alike	\$1,623.26	\$1,623.26
1	<b>FFC72K.36204BFL03</b> @Wood Low Cred w/Drws, Bar Pull, 4H Foot, Box/File, Lam Case/Frt, 3/8" Lam Top, w/Lock 36W 20D Case Finish LBU @medium matte walnut Front Finish LBU @medium matte walnut Top Finish LBU @medium matte walnut Foot Finish G1 @graphite Pull Finish G1 @graphite Counterweight CB +counterweight Lock Option KA +keyed alike	\$1,012.21	\$1,012.21
1	<b>FFH73K.724SADC2PNL3W</b> @Wood Low Cred,Opn w/Drws,Hgt Adj Leg,Bar Pull,4H Ft,Inbound,Opn Left, 36 B/F Rt,Cut W/C-Leg 24D,Part Hgt Inner Pnl,No Bck, L Case/Fr,3/8LamTop,66W 20D Case/Edge Finish LBU @medium matte walnut Front/Edge Finish LBU @medium matte walnut Top/Edge Finish LBU @medium matte walnut Foot Finish G1 @graphite Pull Finish G1 @graphite Counterweight CB @counterweight Lock Option KA @keyed alike Grommet Finish G1 @graphite	\$1,512.16	\$1,512.16
1	<b>Freight Chg</b> Freight Charges	\$34.29	\$34.29

**x- services**

"The ideas and concepts contained in this document are the exclusive property of Pigott and Herman Miller and cannot be reproduced or distributed without express written consent."

Qty	Product	Sell Price	
		Unit	Extended
1	<b>Design</b> Design Services	\$240.00	\$240.00
1	<b>Install</b> Installation Services	\$970.00	\$970.00
		<i>Total Sell:</i>	\$7,866.80
		<b>Total:</b>	<b>\$7,866.80</b>

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

*\*\*\* A purchase order or approved signature is required to process this order for the above products and services. The products are manufactured per your specifications and are NOT REFUNDABLE. All applicable sales tax will apply.*



**TERMS AND CONDITIONS OF SALE**

**PAYMENT TERMS:** We require a 50% deposit on all orders. Pigott, Inc. will provide a deposit invoice at the time of order entry, and deposit is due within 5 business days. Balance due net 15 upon invoice.

**DELIVERY AND INSTALLATION:** If delivery and/or installation are requested as part of the proposal, the following provisions apply.

**1. CONDITION OF JOB SITE:**

**New Construction/Renovation**

All construction must be coordinated by Buyer and completed, including trades, tools and equipment removed and punched out prior to product delivery. Any construction delays impacting furniture delivery and agreed upon installation schedule will result in a change-order.

**Hold-To Dimensions**

When plans are provided by other, (I.E., owner/architect/contractor), Buyer is responsible for providing accurate plans. When furniture solutions require a hold-to dimension, Pigott, Inc. will provide critical dimensions. Deviations of noted hold-to dimensions are not the responsibility of Pigott, Inc.

**Loading Dock & Elevator Access**

Pigott will communicate and coordinate through Buyer for continuous free and clear access to the loading dock and elevator areas during truck deliveries.

**Electrical/Plumbing/Voice Data**

Buyer is responsible for providing an electrical contractor to connect furniture power in-feeds to the building's power source, as well as purchasing the necessary electrical conduit, boxes, receptacles, and voice/data faceplates for installation into the furniture. Pigott, Inc. will provide the power in-feeds unless noted. Electrical contractor is responsible for cutting and/or replacing ceiling tiles for power poles. Buyer is responsible for purchasing, coordinating, and installing all wire mold and fixtures, (I.E., plumbing, valves, sink units, eye washes, and showers).

**2. JOB SITE SERVICE**

Electrical current, heat, hoisting and/or elevator access will be provided by Buyer without charge to Pigott, Inc. Adequate facilities for off-loading, staging, moving, and handling of merchandise shall also be provided by Buyer.

### **3. DELIVERY HOURS**

Delivery to or receiving of product at the job site will be made during normal business hours, (Monday – Friday 8:00AM – 5:00PM). Overtime work performed at Buyer's request will be billed at overtime rates.

### **4. DAMAGE**

After product delivery to Buyer's location, loss or damage by weather, outside contractor/trades, by fire or other element shall be the responsibility of the Buyer, and the Buyer agrees to hold Pigott, Inc. harmless from loss of such reasons.

### **5. CLEANING**

Pigott, Inc. will provide a single wipe-down, dusting, and vacuuming of the installed furniture/area upon installation completion, prior to punch out/walk through. Subsequent cleanings will be the responsibility of the Buyer.

### **WARRANTY AND LIMITATION OF REMEDIES**

Warranties are provided by the manufacturer. Pigott, Inc. EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. The manufacturer's warranty constitutes the Buyer's exclusive remedy. No consequential or incidental damages are recoverable from Pigott, Inc.

### **INSURANCE**

Pigott, Inc. agrees to furnish insurance for products stored in our facilities or in transit in our trucks. Buyer agrees to provide insurance coverage for product at Buyer's location, including work-in-progress, stored material, and finished products.

### **BILLING**

A deposit of 50% will be required at the time the order is placed. The remaining balance of product and related services will be billed upon substantial completion of the project, unless otherwise agreed upon. The payment terms of this remaining balance will be Net 15.

All product is to be delivered and installed upon receipt. If Buyer delays delivery beyond the originally agreed-upon installation date, and Pigott, Inc. has received product, Buyer will be billed for 90% of the total sale price on the originally agreed upon installation date. The remaining 10% of the total sale price will be billed upon product delivery/installation. In addition, if the Buyer delays delivery of product beyond 15 days of the original agreed upon delivery/installation date, the Buyer will be assessed storage fees.

### **ACCEPTANCE**

Quotes for product purchases are valid for 30 days, unless otherwise agreed upon.

### **SCOPE OF WORK CHANGES/CHANGE ORDER PROCESS**

Pigott, Inc. will accept scope change requests from authorized Buyer's representative only. Changes submitted after final plan approval which result in additional work will be billed at our hourly rate or through a mutually agreed-upon addendum to the contract. Labor and/or associated fees will be assessed when delivery changes from Buyer's site to an alternate receiving location.

**CANCELLATION**

Products are made to order. Once an order is placed, it is understood that it cannot be cancelled or changed.

By signing below, Buyer acknowledges that Buyer has read and understands the Terms and Conditions contained in this document. Furthermore, Buyer agrees that these Terms and Conditions shall be the basis of the current and future transactions between the Buyer and Pigott, Inc.

**DESIGN SERVICES**

When professional design services are required as part of the proposal, the following provisions shall apply:

**1. SCOPE OF WORK CHANGES/CHANGE ORDER PROCESS**

Pigott, Inc. will accept scope changes requests from authorized Buyer's representatives only. Any changes made by the Buyer after final plan approval which require additional work will be billed at our hourly design rate, or a mutually agreed-upon addendum to a written contract. Pigott, Inc. is not responsible for any construction changes to be made.

**2. ADA COMPLIANCE**

The Americans with Disabilities Act (ADA) requires facilities to conform to guidelines designed for providing equal goods and services to people with and without disabilities. Buyer understands that these guidelines are subject to federal, state, and local interpretation. Therefore, Pigott, Inc. will provide accommodation using their best professional judgment but cannot be held responsible for compliance interpretation of the law.

**3. LIABILITY STATEMENT**

In no event will Pigott, Inc. be held responsible for special or consequential damages arising from, connected with, or incidental to, the services provided. Liability of Pigott, Inc. to any and all other categories and for any and all other causes shall, in the aggregate, not exceed the fee chargeable for the services described.

By signing below, Buyer acknowledges that the terms and conditions contained in this document have been fully read and are understood. Furthermore, the Buyer agrees that these terms and conditions will be the basis of the current and future business transactions between the Buyer and Pigott, Inc.

**Buyer's Company Name** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Proposed: 6027 FIELD TRIPS AND EXTENDED CO-CURRICULAR TRIPS

Field trips require careful planning and oversight. Administrative and parent/guardian approval, appropriate supervision, and sufficient preparation must be considered during the planning process. Educational field trips should have a purpose and be appropriate for the age and maturity level of the group. Field trips that are planned for the purpose of entertainment alone will not be approved. Field trips that are planned as rewards will be considered and approved on a case-by-case basis. Students are not allowed to ride in private transportation with other students and their families. On all field trips and extended field trips, only WCS students may participate and the discipline code and rules and regulations of the school district shall be in effect from departure until return.

### EDUCATIONAL SCHOOL-SPONSORED FIELD TRIPS:

Educational school-sponsored field trips may be considered a part of the curriculum when such events contribute to the achievement of the educational goals of the school district. Field trips normally will be conducted within the school day and transportation will be provided by the school district only for trips that are curriculum-related. Permission slips are not needed unless the field trip is overnight or an out-of-state trip as parental permission for day field trips is signed at the time of student registration.

### ACTIVITIES BEYOND THE STATE LEVEL OF COMPETITION:

The school district will not fund competitive or participatory activities for students beyond the level of state competition without the approval of the Superintendent or designee. When approval is granted for an extended field trip involving competition or participation beyond the State level, **the participating organization must cover 1/3 of the cost and the school district will cover 2/3 of the cost.** Examples of activities beyond the State level of competition or participation may include career or technical competitions, National FCCLA Conference, National Skills USA Competition, etc. These costs may include transportation, room, and board, cost of substitutes, and all additional expenses deemed appropriate by the Superintendent or designee. In order to avoid unexpected financial burden on families and reduced participation by students, there must be sufficient advance notification of planned participation by an organization beyond the State level. Consideration of the request may be denied if sufficient notice is not provided as determined by the Superintendent or designee.

### OUT-OF-STATE, OVERNIGHT AND CO-CURRICULAR FIELD TRIPS

Out-of-State, overnight and all co-curricular club and organization field trips must be planned well in advance and receive prior written permission from the Principal and Superintendent. All student groups requesting travel must file an Extended Field Trip Request Form with the building prior to anticipated travel. The form must be approved by the Principal and Superintendent before parents and students are notified. In authorizing such extended field trips, the Principal and Superintendent shall consider:

- The educational benefits of the activity;
- The potential or actual loss of instructional time;

- The overall financial plan including the cost and who will bear the cost, how the funds will be raised, and what plan the organization has to assist with the expenses for students who may not be able to pay the entire expense of the trip;
- The frequency of the organization's request for extended travel;
- The overall supervision plan for the extended travel; and
- The inherent risks or dangers of the activity and other relevant factors. The Superintendent or designee shall inform the Board of all approved out-of-state, overnight, or co-curricular field trips. After the field trip has been approved, the teacher or sponsor shall notify parents/guardians of the purpose of the trip. Written parent permission is required for all extended field trips.

#### TRIPS NOT SPONSORED BY THE SCHOOL DISTRICT:

Wakefield Community Schools is not responsible for non-school sponsored trips. Any staff member who arranges or is involved in arranging a trip that is not school-sponsored has the responsibility to clearly communicate in all meetings, publications, and postings, that the school district is not responsible for the trip. A field trip is privately sponsored if no school funds are used. Examples of non-school sponsored trips include international trips arranged by a travel company using school Wakefield Community Schools district staff to help arrange the trip, international trips arranged by a foreign language teacher taking students abroad during the summer, out-of-state trips taken by a club sports team where the team is coached by a student's high school coach or teacher, and out-of-state or international trips for band or orchestra students that are arranged by a booster club. All arrangements for such trips, including cost, travel, supervision, safety, and rules are the responsibility of the group or person making the trip available to the students or staff. Wakefield Community Schools have no responsibility for such trips. Any questions regarding whether a trip is school-sponsored should be referred to the Principal or Superintendent.



PowerSchool Group LLC  
 150 Parkshore Dr., Folsom, CA 95630  
 Quote #: Q-675313 - 1  
 Quote Expiration Date: 15-JUL-2022

Prepared By:	Chris Coleman	Customer Contact:	Matt Farup
Customer Name:	Wakefield Public Schools	Title:	Superintendent
Enrollment:	550	Address:	PO BOX 330
Contract Term:	36 Months	City:	Wakefield
Start Date:	1-AUG-2022	State/Province:	Nebraska
End Date:	31-JUL-2025	Zip Code:	68784
		Phone #:	4022872012

Product Description	Quantity	Unit	Extended Price
<b>Initial Term 1-AUG-2022 - 31-JUL-2023</b>			
<b>License and Subscription Fees</b>			
PowerSchool Enrollment Express	550.00	Students	USD 3,500.00
PowerSchool Ecollect Forms	550.00	Students	USD 1,500.00
PD+ Subscription	550.00	Students	USD 1,575.00
License and Subscription Totals:			<b>USD 6,575.00</b>

<b>Professional Services and Setup Fees</b>			
PowerSchool Enrollment Express Standard Implementation	1.00	Each	USD 7,100.00
PowerSchool Ecollect Basic Implementation	1.00	Each	USD 0.00
Enrollment Consultation Remote	4.00	Hours	USD 900.00
Professional Services and Setup Fee Totals:			<b>USD 8,000.00</b>

<b>Training Services</b>			
Enrollment Express Per Person Per Day Training Remote	1.00	Each	USD 350.00
Ecollect Per Person Per Day Training Remote	1.00	Each	USD 0.00
Training Services Total:			<b>USD 350.00</b>

<b>Quote Total</b>	
<b>Total Discount:</b>	<b>USD 3,300.00</b>
<b>Initial Term</b>	<b>1-AUG-2022 - 31-JUL-2023</b>
<b>Initial Term Total</b>	<b>USD 14,925.00</b>

Annual Ongoing Fees as of 1-AUG-2023 - Fees subject to an annual uplift, which will be reflected on renewal quote

PowerSchool Enrollment Express	550.00	Students	USD 3,500.00
PowerSchool Ecollect Forms	550.00	Students	USD 1,500.00

PD+ Subscription

550.00

Students

USD 1,575.00

Annual Ongoing Fees Total: **USD 6,575.00**

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. Customer understands the above Annual Ongoing Fees for the next subscription period do not include the annual uplift, which will be applied at the time of renewal. On-Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the main agreement executed between PowerSchool and Customer ("Main Services Agreement"). Any applicable state sales tax has not been added to this quote. Subscription Start and End Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or Main Services Agreement (e.g., services billed on time and material basis will be invoiced when such services are incurred). Payment shall be due to PowerSchool before or on the due date set forth on the applicable invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months. Treatment of purchase orders are governed as provided in the Main Services Agreement. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at:

[https://www.powerschool.com/MSA\\_Feb2022/](https://www.powerschool.com/MSA_Feb2022/)

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Signature:

Wakefield Public Schools

Signature:



Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 27-JUN-2022

Date:

# Statement of Work

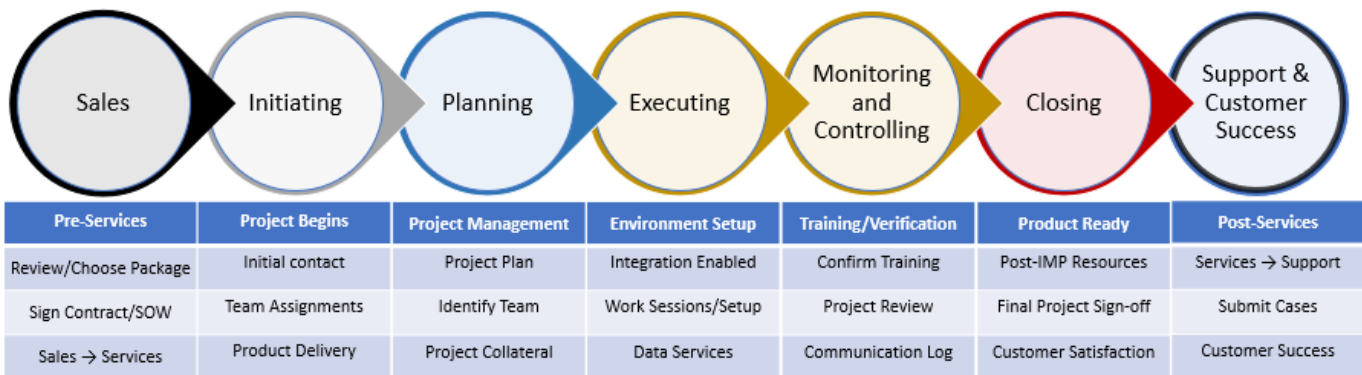
## Purpose of Document

The purpose of this Statement of Work (“SOW”) between PowerSchool Group LLC (“PowerSchool”) and Customer (“You”, “Your”) is to outline the process, approach, and completion criteria for each step of the process to implement PowerSchool. This document covers the roles and responsibilities of the PowerSchool Project Manager, Implementation Specialist(s), and Customer in each step of the PowerSchool implementation process, serving as an outline of services PowerSchool is expected to deliver. This SOW calls out specific functional areas of PowerSchool that are covered for implementation services and level of coverage.

Successful implementation of new software requires proven project management and methodology. The timeline will be mutually adapted within a project management tool between PowerSchool and the Customer. PowerSchool provides a comprehensive package of services designed to ensure Your PowerSchool deployment project meets Your unique needs and expectations. Additional training, consulting and customization services can be purchased to help augment additional needs You may have with Your PowerSchool deployment. The delivery of Professional Services contained in this document will be provided remotely. If travel is required, all travel related expenses will be invoiced as incurred.

We will partner with You and be Your liaison to PowerSchool during the implementation. You will have a project team to help you, as a Customer, connect to other PowerSchool services and support, while also providing project planning, communication, project execution, and product specialist consulting. For a successful PowerSchool implementation, it is important that You understand the responsibilities, carve out the time required and keep on pace with the timeline. This will involve gathering information, helping Your team come to agreement on configuration and data standardization, your own product training and monitoring other staff assigned training for completion, adjusting desk level procedures, and planning for go live among several other tasks. The overall steps included in a project are outlined below.

This Statement of Work is subject to the terms and conditions of the current master agreement between the parties and any associated policies, pursuant to which PowerSchool has licensed the PowerSchool application to the Customer.



Released January 2021

Document Owner: PowerSchool Group LLC, Product Deployment Solutions

This edition applies to the current PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates. The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

## General Assumptions

1. Implementation services will be delivered remotely unless onsite services are purchased separately.
2. Client is to provide a data extract to PowerSchool in accordance with Tiered Service package selected (if needed).
3. Implementation timeline is stated within the Planning Phase, extending the timeline may require the customer to purchase additional services.
4. Implementation services are completed when delivered and the deliverable acceptance procedure is complete.
5. Additional services are available and can be purchased for items out of the scope of implementation (see Project Change Control and Escalation Change Procedure section of this document).
6. Customer will adhere to the active PowerSchool Cancellation Policy. “Services Cancellation: Licensee shall pay a cancellation charge equal to fifty percent (50%) of the services fee and any non-refundable expenses incurred by PowerSchool if Licensee cancels any scheduled professional services less than fourteen (14) days before the occurrence of any service dates that PowerSchool has scheduled at Licensee’s request.”
7. Customer must identify a designated Customer project lead before the project kick-off meeting. The Customer project lead will be responsible for delivering all sections of the “Customer Responsibilities” included in the SOW in a complete manner within the project timeline.
8. The designated Customer project lead should be an employee of the organization implementing PowerSchool. Customers that hire third-party organizations to act on the behalf of the Customer for implementation may be required to sign a waiver form provided by PowerSchool, indicating that the third-party organization is authorized to act on the Customer’s behalf when interacting with PowerSchool. The Customer will be responsible for maintaining proper communication channels with third party organizations hired by the Customer.
9. All sign offs must be done by an employee and designated signatory of the Customer. Third party entities engaged by the Customer are not acceptable signatories for any project sign offs.
10. The PowerSchool Project Manager and/or Application Specialist will guide Customer to available procedures, guidelines, standards, reference materials and system/application documentation.
11. Implementation Services is assuming the product will be deployed as-is, items outside of Scope of Work must go through the change control procedures (see Project Change Control and Escalation Procedure in this document).

Released January 2021

Document Owner: PowerSchool Group LLC, Product Deployment Solutions

This edition applies to the current PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates. The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

# Deliverables Acceptance Procedure

## Deliverables Acceptance

This Statement of Work outlines PowerSchool deliverables for each phase of the implementation project in the PowerSchool Objections and Completion Criteria sections. Each deliverable will be reviewed and accepted in accordance with the following procedure:

- Deliverable will be submitted or delivered to the Customer project lead or designated Customer team member. It is the Customer project lead's responsibility to review and accept deliverable as complete.
- Within six (6) business days of completion of the project the Customer project lead will either accept the final deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response from the Customer project lead is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- The PowerSchool implementation specialist will consider the Customer's objections within the context of PowerSchool's obligations as stated within this Statement of Work. Revisions agreed to by PowerSchool will be applied at which time the deliverables will be reviewed within six (6) business days and the Customer project lead either will accept the deliverables or provide the PowerSchool implementation specialist a written list of objections. If no response is received within six (6) business days, then the deliverables will be deemed accepted, unless the Customer requests an extension.
- Customer objections that are not agreed to by PowerSchool will be managed in accordance with the Project Change Control Procedure described below. If resolution is required to a conflict arising from Customer's objection to a deliverable, the Customer and PowerSchool will follow the Escalation Procedure described below.
- All deliverables required to be delivered hereunder are considered to be owned by PowerSchool with unlimited internal use by the Customer, unless otherwise noted.

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# Project Change Control and Escalation Procedure

## Project Change Control

The following process will be followed if additional services to this Statement of Work are required or desired.

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, rationale for the change and the effect the change will have on the project.
- The designated Customer project lead will review the proposed change and recommend it for further investigation or reject it. A PCR must be signed by the authorized Customer project lead to authorize quote for additional services. If the Customer accepts additional services and charges, a change to the original purchase order or new purchase order is required. Change to this Statement of Work through additional addendum will authorize additional scope and work.
- A written Change Authorization and/or PCR must be signed by authorized representatives from both parties to authorize implementation of the investigated changes. Until a change is agreed upon in writing, both parties will continue to act in accordance with the latest agreed version of the SOW.

## Customer Escalation Procedure

The following procedure will be followed if resolution is required for a conflict arising during the project

- **Level 1:** Customer project lead will notify PowerSchool Project Manager via email with details of escalation.
- **Level 2:** If the PowerSchool Project Manager cannot provide resolution or path to resolution five (5) business days from receipt of level 1 escalation email, the Customer project lead will notify PowerSchool manager via email to – [pmleadership@powerschool.com](mailto:pmleadership@powerschool.com)
- **Level 3:** If the concern remains unresolved after Level 2 intervention, resolution will be addressed in accordance with Project Change Control Procedure or termination of this SOW under the terms of the Contract.

During any resolution, PowerSchool agrees to provide services related to items not in dispute, to the extent practicable, pending resolution of the concern. The Customer agrees to pay invoices per the Contract, as rendered.

# Enrollment Express Standard Statement of Work

## Initiating

### PowerSchool Responsibilities

- Send welcome email
- Request Maintenance Access to PowerSchool SIS
- Request Enablement of Custom Web Page Management
- Conduct provisioning and permission steps which includes installing and enabling product, automatically upon purchase, in the PS SIS (signature on this document constitutes Client agreement)
- Identify PowerSchool Project Team
  - Project Manager
  - Application Specialist
- Create supporting project collateral

### Customer Responsibilities

- Complete intake survey
- Grant PowerSchool Maintenance Access (signature on this document constitutes Client agreement)
- Enable Custom Web Page Management
- Conduct script run, if self-hosted
- Identify Customer Project Team
  - Project Manager
  - Subject Matter Expert(s)
- Review Statement of Work

### Completion Criteria

This activity will be considered complete when:

- Project Teams established and solution provisioned and permissioned

# Planning

## PowerSchool Responsibilities

- Schedule and conduct a Kickoff Meeting
  - The Standard Model is fifty (50) calendar days from the date of the kick-off meeting
- Provide an overview of the implementation process
- Schedule implementation milestones and define project timeline
- Update Project Planner to include implementation timing and resources
- Schedule necessary project sessions as dictated in project plan

## Customer Responsibilities

- Attend Kickoff Meeting and all necessary project sessions as dictated in project plan
- Confirm access to the online Project Planner
- Review and confirm configuration information pertinent to implementation within five (5) business days of completion of the Kickoff Meeting
- Manage customer business process change throughout the project
- Review training materials and training scheduling process
- Set up Vanco (payment) account (if applicable) \*

## Completion Criteria

This activity will be considered complete when:

- The Kickoff Meeting is completed
- The Project Planner is updated based on discussed timelines
- Customer provides forms to Project Manager and Application Specialist within five (5) business days of completion of the Kickoff Meeting
- Customer completes Vanco (payment) account setup (if applicable)

# Executing

## PowerSchool Responsibilities

- Provide Cloud Pre-Registration Portal survey to Customer (if PowerSchool SIS version is not 21.4.5+)
- Conduct an initial analysis of any pertinent existing solution materials to determine architecture of solution(s)
- Schedule and conduct Solution Deliverables Meeting
- Capture details to further build solution(s) to meet specifications
- Complete Pre-Registration setup
- Create one (1) test record within the PowerSchool SIS to ensure proper setup of solution
- Complete build of final solution materials

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- Conduct Product Overview specific to product solution
- If Consulting is purchased, then this will be delivered accordingly.
- Provide overview and guidance on mapping of solution
- Enable Payment in PS SIS (for Vanco, if applicable) \*

***Enrollment Express Standard includes up to 10 hours of form configuration***

## Customer Responsibilities

- Attend Solution Deliverables Meeting
- Coordinate with Project Manager and **Application Specialist** to communicate details to further build solution(s) to meet specifications. **Failure of the client to complete client responsibilities within prescribed project timeline will result in PowerSchool proceeding with the deployment of a viable “best practices” solution to adhere to project timelines.**
- **Grant permission to create one (1) test record within the PowerSchool SIS (signature on this document constitutes Client agreement)**
- Complete Pre-Registration Portal Survey (if PowerSchool SIS version is not 21.4.5+)
- Complete data mapping (Please note, every PowerSchool SIS instance is unique and requires deliberate mapping to ensure accurate data delivery)
- Confirm completion of solution build
- Determine a launch plan

## Completion Criteria

This activity will be considered complete when:

- Solution build is confirmed completed
- The Solution Deliverables Meeting is completed
- Solution build is confirmed completed

\*PS completes basic components of Payment Setup: it is the customer’s responsibility to complete Vanco account setup and provide PS additional setup information. This can occur during or post-implementation (via Support).

## Monitoring & Controlling

### PowerSchool Responsibilities

- Ensure solution is functional and adheres to best practices by performing standard quality assurance and testing procedures.

***Enrollment Express Standard includes up to 1 hour of end-to-end testing***

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## Customer Responsibilities

- Perform user acceptance testing on solution to ensure all elements are in place and ready for launch:
  - Form Content
  - Form and Field Structure
  - Form Field Requirements
  - Form Logic
  - Record Approval Process
  - Record Delivery to PowerSchool SIS fields
  - Successful Payment Submission through VANCO (if applicable)

## Completion Criteria

This activity will be considered complete when:

- Requisite testing has been completed by PowerSchool
- The Customer has completed end-to-end user acceptance testing within five (5) business days of notification of readiness for testing

## Closing

### PowerSchool Responsibilities

- Review and finalize any remaining project deliverables
- Introduce Customer to support contact methods
- Send final project sign off to Customer
- Provide Technical Contacts for Customer Confirmation

### Customer Responsibilities

- Review completed project deliverables.
- Understand support contact methods
- Complete final project signoff
- Confirm/Provide Additional Technical Contacts
- Complete Customer Satisfaction Survey

## Completion Criteria

This activity will be considered complete when:

- Customer provides final project signoff. The Implementation team will provide (3) attempts for project signoff. If no response is received after the third attempt, the project will be closed and transitioned to Support.
- Confirmation of Technical Contacts

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## Ecollect Forms Basic Statement of Work

### Ecollect Forms Basic Deployment Initiating & Execution

#### PowerSchool Responsibilities

- Send welcome email and intake survey
- Request Maintenance Access to PowerSchool SIS
- Request Enablement of Custom Web Page Management
- Conduct provisioning and permission steps, which includes installing and enabling product automatically upon purchase in the PS SIS (signature on this document constitutes Client agreement)
- Enable Payment in PS SIS (for Vanco, if applicable) \*
- Inform customer of provisioning completion
- Provide instructions for form template syncing and editing
- Introduce customer to support contact methods
- If Consulting is purchased, then this will be delivered accordingly.
- The Basic Deployment is estimated to last fourteen (14) calendar days from the date of assignment of a specialist.

#### Customer Responsibilities

- Complete intake survey
- Grant PowerSchool Maintenance Access (signature on this document constitutes Client agreement)
- Enable Custom Web Page Management
- Conduct script run, if self-hosted
- Set up Vanco (payment) account (if applicable)
- Access and view training documentation and collateral
- Conduct syncing steps
- Conduct form editing steps, as needed
- Conduct end-to-end testing
- Register for remote training
- Complete final project signoff
- Complete customer satisfaction survey

#### Completion Criteria

This activity will be considered complete when:

- Following the completion of PowerSchool's deployment responsibilities, a confirmation communication will be sent to the customer. Customer will be equipped with tools to conduct syncing and form editing steps; PowerSchool Community and Support will be available to the

customer for ongoing needs upon the completion of this deployment.

- Customer provides final project signoff. The Implementation team will provide (3) attempts for project signoff. If no response is received after the third attempt, the project will be closed and transitioned to Support.

\*PS completes basic components of Payment Setup: it is the customer's responsibility to complete Vanco account setup and provide PS additional setup information. This can occur during or post-implementation (via Support).

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# Enrollment Express

ONLINE ENROLLMENT—INSIDE  
YOUR POWERSCHOOL SIS



Modernize student enrollment to help save time for staff and parents, reduce hard costs, and improve data accuracy during registration season. PowerSchool Enrollment Express provides a complete registration process for new and returning students that focuses on integration and flexibility, right from within your PowerSchool SIS.



## Cut Costs and Save Time

Free up administrators from excessive **data entry** so they can refocus their time on other critical projects. Eliminate unnecessary printing and mailing costs from your budget.



## Get the Information You Need

With unlimited **form-editing capabilities**, you can easily add new questions to ensure your registration forms collect all necessary school and district-specific information.



## Make it Easier for Families

Move the registration process online, right from within the **PowerSchool SIS Parent Portal**. With an intuitive interface, families complete the enrollment or annual information update process 100% online right from their homes. Remove language barriers, make the process fair and simple, and allow for document upload right to the online portal.



## Increase Student Safety

Ensure your staff has the most up-to-date information when it matters most. **Families can easily provide accurate safety information**, like medical conditions and emergency contacts.



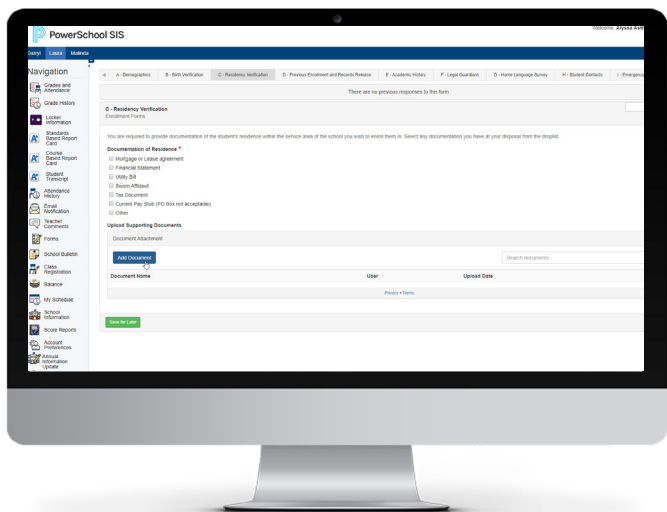
## Improve School-Wide Resource Management

Get the vital information you need before the school year starts. With accurate enrollment numbers, make appropriate staffing decisions for class sizes, student learning, and medical needs.

“As students and parents fill out the form, my staff sees the results right away. They don't have to wait for some integration to bring us over for something additional to happen. Parents can see where they are in the process, so if there's something missing it's very clear for them to see.”

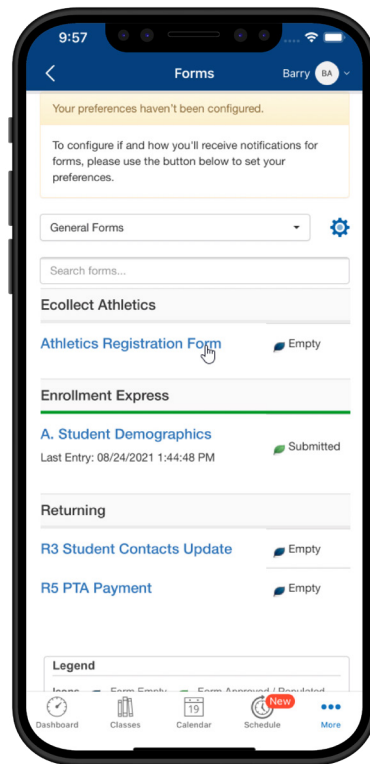
**BEN HAENSEL**

IT Support Specialist, BlueSky Online Charter School, MN



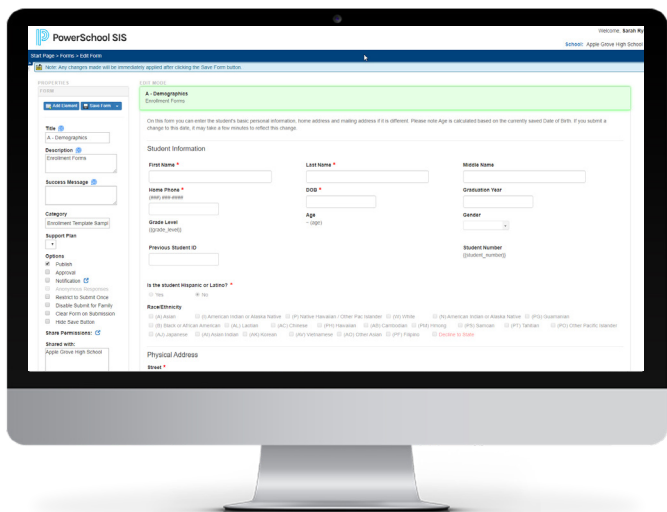
## Registration

Our lightweight platform, built right inside the PowerSchool SIS, simplifies the registration process for new and returning students.



## Mobile Access

Improve families' experience and response rates for schools and districts by allowing parents to access and complete forms through their PowerSchool Mobile App.



## Self-service

Have full control over all your online enrollment forms with unlimited form editing capabilities, including connecting form fields to existing data fields in real time in PowerSchool SIS for seamless integration.

## Fee Payment

Collect both mandatory and optional fees online for a variety of activities throughout the year. Funds are deposited directly into your school or district's bank account as soon as each transaction settles.

## Comprehensive reporting

Direct SIS integration makes it easy to search and generate custom online reports to monitor the data approval process, family form submission, and more, ensuring complete and accurate enrollment information.

Visit [www.PowerSchool.com](http://www.PowerSchool.com) or call 1-877-873-1550 to learn more.



# Ecollect Forms

DIGITIZE FORMS TO  
IMPROVE DATA COLLECTION



**Built right within PowerSchool SIS**, PowerSchool Ecollect Forms allows you to move all your data collection needs online so you can get the accurate insights you need to meet your goals.



## Cut Costs and Save Time

Free up administrators from excessive **data entry** so they can refocus their time on critical projects. Eliminate unnecessary printing and mailing costs from your budget.



## Meet Your Goals More Easily

Better data collection creates better **data reporting**. Track your progress with simple one-click reports so you can always know of needed improvements.



## Ensure Data Security

With school and district forms in a secure, electronic format, you can **reduce risks associated with physical paper exchange and tracking**, while monitoring effectiveness and accessibility of your initiatives.



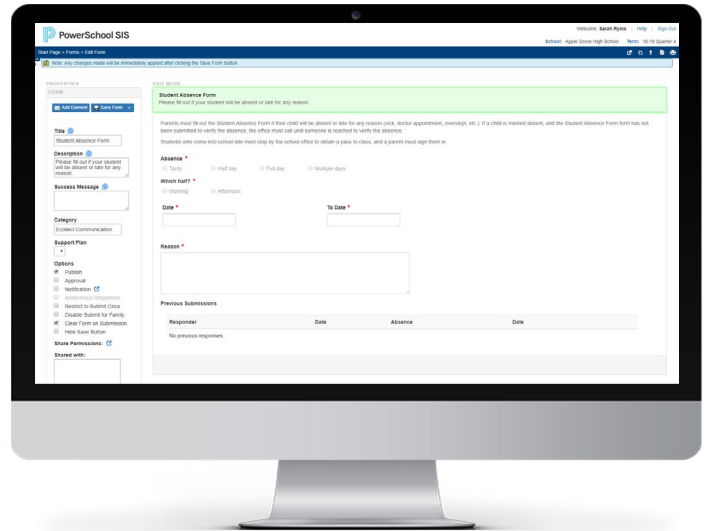
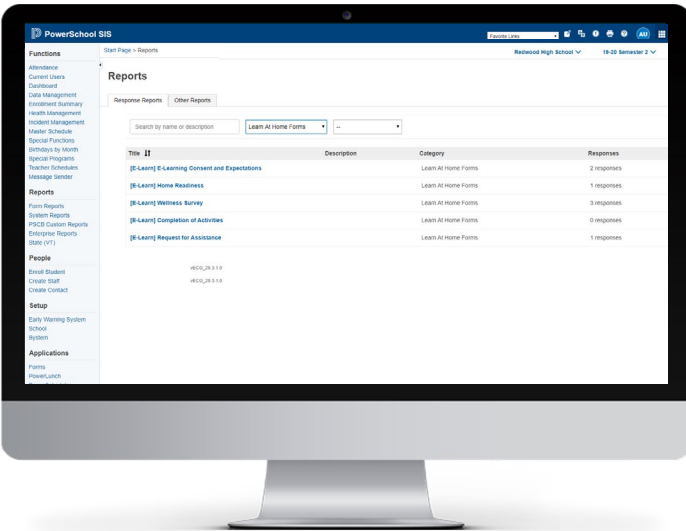
## Improve Engagement

Families, administrators, and teachers can access the forms right from within the SIS portal they're used to, **making it easy to collect data from your school community**.

“Ecollect [Forms] allows me to create forms and surveys to fit any need within our district and to customize the reporting piece to individual requests at any moment in time.”

**MARCI EAGEN**

Accountability & Special Projects Coordinator,  
Lee County School District, NC



## Reporting

With direct SIS integration, it's easy to search and generate custom reports to monitor progress of administrators' workflows, form submission, and more. Accurate data means accurate reports so you can meet your goals.

## Template Library

There's no need to start from scratch. Save time by choosing from a library of form templates designed with best practices and vetted by fellow educators. Templates include field trip requests, permission slips, device use agreements, parent climate surveys, athletics registration, and many more!

## Fee Payment

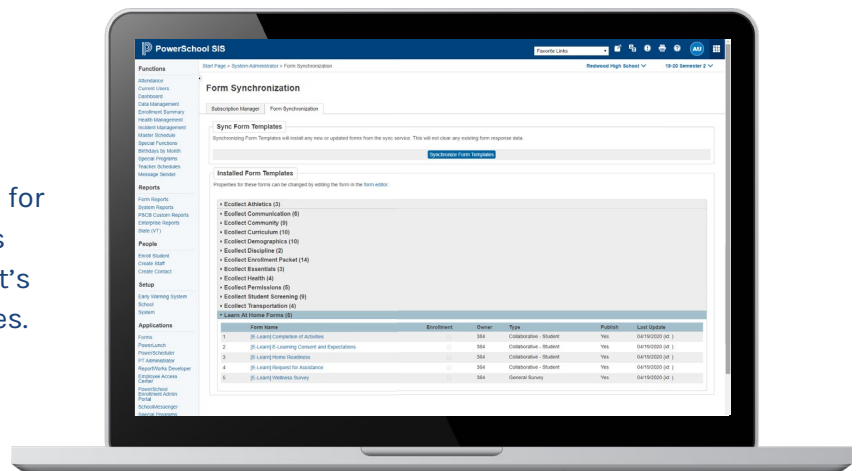
Collect both mandatory and optional fees online for a variety of activities throughout the year. Funds are deposited directly into your school or district's bank account as soon as each transaction settles.

## Self-Service

Gain full control over all your forms with unlimited form building, editing, and sharing capabilities, including connecting form fields to your existing data fields in real time in PowerSchool SIS for seamless integration.

## Mobile Access

Improve families' experience and response rates for schools and districts by allowing parents to access and complete forms through their PowerSchool Mobile App.



Learn how you can make the move to online data collection.

Visit [www.PowerSchool.com](http://www.PowerSchool.com) or call 1-877-873-1550 to learn more.

# Professional Development Plus (PD+) Training



Break through the barriers to quality professional development with PD+ Training. Unlock the full potential of your PowerSchool solutions with best-in-class, professional training offered in convenient, flexible, and engaging formats.



## Time to Learn

Users can choose to learn when it fits into their busy schedules. An extensive library of self-paced courses and video tutorials are available online 24/7.



## Personalized Learning

Users can follow role-based learning paths to find a collection of PD+ training recommended for their job role. And since learning paths define the sequence of the courses and videos, there's no guesswork involved.



## Engaging Formats

No PowerPoints! Embedded instructional activities help cement learning. Rich graphics illustrate important concepts. Formative assessments provide immediate feedback within the course.



## Cost Effective

Cuts to education funding have resulted in tight budgets for quality professional development. For one low annual fee, PD+ Training offers all users in your district unlimited access to our high-quality resources.



## Ongoing Training

PD+ Training is the perfect solution for addressing ongoing training needs—whether it's a new employee who needs to get up to speed, or existing employees who need refresher courses for seasonal activities.



Training is a **Scalable** and efficient **Online** training solution



to effectively reach **All District Users**

As a Professional Development Plus (PD+) subscriber, all users in your district will have unlimited access to an extensive online library of self-paced courses and video tutorials, along with the opportunity to follow role-based learning paths designed to give you the solutions-focused training you need to best use your PowerSchool product.

### Self-Paced Courses

 1 hour long

- Interactive courses include demonstrations, hands-on activities, and assessments
- Leaders can assign courses to staff and use built-in reports to track completed training

### Video Tutorials

 5 min long

- Video tutorials provide quick answers on how to perform a variety of tasks
- Designed for time-pressed users with common PowerSchool questions

### Learning Paths

- Collections of PD+ courses and videos recommended for your job role in your school or district
- Designed to ensure that you get the solutions-focused training you need
- Defined sequence of courses and videos takes the guesswork out of building your curriculum

“I like that you can pause it and resume later, where I left off. I don't always have large uninterrupted blocks of time.”

“This course taught me how to navigate through the system to enroll and transfer students. It was very interactive and informative.”

## PD+ Testimonials

“I loved the ‘try it now!’ exercises - as a hands-on learner, that really helped me feel more comfortable with the information.”

For more information about Professional Development Plus (PD+), email us at [training@powerschool.com](mailto:training@powerschool.com), or call (877)873-1550