

**Wakefield Community School
Board of Education Regular Meeting
Monday, December 12, 2022 6:00 PM**

Posted Locations:

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

Posted Date: 12/8/2022

The Board of Education Regular Meeting convened in open and public session on Monday, December 12, 2022 at 6:00 PM in the Board of Education Room at the HS Computer Lab - Room 213
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 6:00 PM:

Absent: Jim Litchfield, **Present:** Bree Brown, Josh Dorcey, Jeffrey Keagle, Sherri Lundahl, Eric Riewer. 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 Josh Dorcey and a second by Jeffrey Keagle.

Bree Brown: Yea

Josh Dorcey: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Eric Riewer: Yea

Yea: 5, Nay: 0

Awards and Special Recognition

Reports

Administrators

Elementary Principal Report

Secondary Principal Report

AD Report

Superintendent Report

Board Committee Reports

Board Policy

Building, Sites & Transportation

Business & Finance

American Civics, Curriculum & Technology

Negotiations & Public Relations

Strategic Planning

Recognition of Visitors/Communication from the Public

WEA

Presentation by CMBA

Discussion and Action Items

Consent Agenda

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

Bree Brown: Yea

Josh Dorcey: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Eric Riewer: Yea

Yea: 5, Nay: 0

Minutes of the previous meeting

Financial Reports

Upcoming Dates and Times

Set the date and time for the next regular meeting

Adjournment

Motion to adjourn the at 8:16pm Passed with a motion by Sherri Lundahl and a second by Eric Riewer.

Bree Brown: Yea

Josh Dorcey: Yea

Jeffrey Keagle: Yea

Sherri Lundahl: Yea

Eric Riewer: Yea

Yea: 5, Nay: 0

Elementary Principal Report
Board of Education Meeting
December 2022

Guiding Principle I: Expanded Learning Opportunities for Students/Guiding Principle 2: Family and Community Partnerships

- Our annual One Book, One School initiative will begin on January 5, 2023. All families will be given a copy of *The One and Only Ivan*. There will be nightly reading assignments as well as some family activities to complete. In addition, we will be having guest readers every day at school to read to those students who did not have the book read to them. Some of our guest readers will be face to face and some will record themselves reading and post on social media. I have also lined up some bi-lingual staff to record the text in Spanish so that parents can access the book if they are unable to read it. This activity meets one of our literacy goals for our Title I plan.
- I will be having two after-school book clubs a month. Students will be broken up into grades K-3 and 4-6. All students in each of these grades will get one book a month and be invited to attend a book club to read, discuss and expand on the text. The books for December are *Where the Wild Things Are* (K-3) and *Wings of Fire* (4-6)
- I have submitted a grant proposal to purchase a new and exciting incentive for kids. If we get this grant, it will be used to promote positive behaviors and literacy. Watch for more details.
- Beginning in January, we will begin our Science curriculum revision process. Kellen Conroy from the ESU has been working with Mrs. Zach to schedule these activities. Elementary teachers on the committee are: Brandy Langley (1st grade), Audrey Loberg (2nd grade), Brittany Eisenmann (3rd grade) and Beth Dather (4-6).

Guiding Principle III: Climate and Culture:

- During the month of December, the elementary school typically has various activities to participate in. These activities are designed by a "Christmas committee." The high school staff is also participating in these voluntary activities.

Guiding Principle IV: Personnel Effectiveness

- All staff had the opportunity to attend an in-service introducing them to the text *7 Steps for a Language-Rich, Interactive Classroom*. Overall, the teachers liked the training and immediately were able to bring things back to their classrooms. During PLC time, I asked staff to identify one or two things that they would like to focus on or want feedback. This is not mandatory but many staff members have selected a few things and have been actively integrating into their instruction.

Misc.

Current Enrollment:

- PK3: **19**-there are additional eligible students, there are some factors as to why they are not attending.
- PK4: **37**
- K: **43**
- 1st: **42**
- 2nd: **47**
- 3rd: **42**
- 4th: **39**
- 5th: **31**
- 6th: **42**
- **Total: 342**

Guiding Principle I: Expanded Student Learning Opportunities

- I attended a zoom meeting with Carol Salva. She provided guidance on implementation of 7 Steps to a Language-Rich, Interactive Classroom. These strategies not only benefit our EL students, but all students at the tier 1 level. Carol also gave great suggestions and ideas for a newcomer program at the secondary level. We have several pieces of an effective newcomer program already in place. I have clearer direction on what needs to be added next year to the program. We will need to add a class for basic math skills and basic literacy skills.
- One World Club recently had a nacho bar fundraiser at a basketball game. This created a great opportunity to use speaking, listening, and conversation skills in a meaningful way.
- Mrs. Aguirre and Mrs. Manz planned an activity in which EL students wrote gratitude notes to teachers.
- One World Club and FBLA did community service projects by volunteering at Mercy Meals.
- One Act performed for students.
- Mr. Pieper used grant funds to purchase drones for the after school program.

Guiding Principle II: Family and Community Partnerships

- Our SEBL team has been searching for a bilingual counselor to address the mental health needs of our EL students. We have found that there are limited resources in our area. We will continue to problem solve this need.
- Mrs. Hansen's entrepreneurship class presented a business proposal to sell smoothies at school. The business is called "Better Blended". Students did a great job of presenting and answering questions. It was evident they were prepared as they addressed many aspects of starting and sustaining a profitable business.

Guiding Principle III: Climate and Culture

- The new teacher group continues to focus on the phase of "disillusionment" during our meetings. We completed a self reflective activity in which we identified the color of our personalities. We connected this to our Clifton strengths and the ways we can use our strengths to get through challenging times.
- The high school has earned a National Distinguished Schools award. We have been invited to attend the National ESEA conference in Indianapolis in February during which we will be recognized. Besides myself, 5 teachers will also be attending. NDE will be providing us funds to help with travel and lodging expenses. This is a prestigious award because it has been a while since a school from Nebraska has been awarded. We earned this award due to a 23% increase in our ACT scores.
- Pk-12 staff have been enjoying 12 days of Christmas festivities. Mrs. Virgil and Mrs. Lamprecht collaborated to plan daily events for staff. It is great to see staff in both buildings enjoying the holiday fun!

- The Meraki Team has set a date and begun planning for the staff holiday celebration in January.

Guiding Principle IV: Personnel Effectiveness

- I attended a principal cadre event facilitated by Phil Warrick of Marzano Research. Hartington, Wayne, LCC, and Wakefield met at Wayne Jr./Sr. High School to conduct several 15 minute walk through observations. After observing, our cadre collectively shared the feedback we would give the teachers we observed. Dr. Warrick gave us great feedback on how to effectively coach teachers through acknowledgement and reflective questioning. It was a valuable experience that will help me improve the feedback I give to teachers.
- Keri Hart and I recently completed SWIS training. SWIS is an acronym for School Wide Information System. The train-the-trainer course we completed was delivered both asynchronous and synchronous. It was very time consuming and intense. SWIS will allow us to efficiently and accurately collect behavior data to help us make decisions on how to support individual students or how to improve our system as a whole. During second semester, we will pilot the program and provide professional development. All teachers will be able to access and enter behavior data into the system. Data will be reviewed on a scheduled basis by building level teams. SWIS will be an important part of measuring the effectiveness, fidelity, and progress of PBIS implementation during the 2023-2024 school year.
- ELA teachers completed Aimsweb progress monitoring for our 7th and 8th grade students. This data will help the teachers make instructional decisions for the second semester.
- Mrs. Aguirre, Mrs. Manz, and Mr. Trenhaile will be completing training to administer the ELPA21 screener and summative assessment to 7-12 EL students. They will also be progress monitoring EL students prior to the end of the first semester. Data will be used to place students in appropriate classes based on their growth in English language usage, reception, and writing skills.
- Keri Hart, Tiffany Lamprecht, and I submitted a proposal to present at the National Professional Development for Healthy Schools Institute. Our proposal was accepted. We will be presenting at the conference in May. Our topic will be the development of SEBL in our district.

AD Report
Wakefield Community School
Board Meeting
December 12, 2022
5:30p.m.

1. Conference One-Act finished 3rd in the Lewis Division of the Conference One Act performances.
2. Conference One-Act honors: Jack Pommer, Ashlyn Catalan Vazquez, Bianca Castillo, Caleb Chase, and Dorothy Sullivan.
3. Basketball and Wrestling seasons are underway and going smoothly.
4. The Athletic Department sent flowers to the Gary Hansen family for his funeral service. Gary was a fixture at Wakefield High School activities and his presence at our home events will be missed. The family sent a card to the Wakefield Athletic Department and I will pass that around.
5. Junior high practices started on December 5, 2022. Our head coaches for junior high basketball are: Colton McCreary (Boys) Ben Donner (Girls)
6. JH games will start on January 8, 2023 at Cedar Catholic and run through the month of January and into the first week of February.
7. The Winter Sports Parent Meeting on November 22, 2022 went well. I collected signatures for Concussion Awareness and Release of Health Information from Ross Hansen.
8. The Wakefield HS Coaching Manual is in the development phase. I hope to get it to the Board by January or February after Mr. Farup and I critique it.
9. On November 30 at the Lewis & Clark Conference Admin. Wakefield was added to the Conference Track Host site rotation. Wakefield will host Conference Track during the 2027 track season. Mr. Hassler and I will be completing our list of track equipment needed to Lou's Sporting Goods before Christmas Break.
10. Alex Arenas, Daveigh Munter McAfee and Jordan Metzler all received All-State Honorable Mention in Volleyball.
11. Message from Coach Donna Johnson regarding District Play Production at Macy: Well, we put a cap on One Act.

The good news! We received 3 superior ratings and 8 of the students received Outstanding Actor for Wakefield Schools.

Actors are: Jack Pommer, Caleb Chase, Ashlyn Catalan, Bianca Castillo, Griselda Zacharias Nicholas, Milany Romero Hernandez, Miguel Ibarra, and ColtLynn Lortz.

Then the tough news: Due to how tough our district is, we received 7th place.

We had a total of 164 points.
53/60, 55/60, 56/60

- * One point separated us from 6th place.
- * Two points from 5th.
- * Three points from 4th.
- * Ten points from 3rd.
- * Eleven points from 2nd.
- * Fifteen points from 1st.

The judges really struggled and it took them 1 1/2 hours to get the results figured out.

So, after 13 hours of craziness, we walked away with our heads held high.

12. Cade Johnson received All-State Honorable Mention for Football.
13. The Girls WR Team hosted and won their 1st Dual in school history 25-24 over Homer.
14. Wakefield High School has been added to the Conference Track rotation for the Spring of 2027. We will be looking at ordering track equipment prior to Christmas Break such as hurdles, blocks, pole vault and high jump pits as well as hurdle and block carriers. We are also formulating a plan for two shot put rings and at least one more discus ring.



**Wakefield High School
Coaches Manual
2022-23**

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JOB DESCRIPTION

HEAD COACH JOB DESCRIPTION

TITLE: Head Coach
DEPARTMENT: Athletics
SPORT: _____
COMPENSATION RATE: _____
REPORTS TO: _____

MISSION STATEMENT:

Develop a family/culture of champions athletically, academically, and within the community.

All coaches are expected to exemplify the mission statement of Wakefield High School Athletics at all times, and to act as role models and program builders for the Wakefield High School Athletics Program and the Wakefield Community School District. The Wakefield Community School District expects head coaches to take ownership of your sports program at all levels.

Responsibilities:

The following duties are primarily performed and which are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. Other duties may be required and assigned.

- Establish the fundamental philosophy, skills and techniques to be taught by the coaching staff.
- Attend clinics and conferences to further educate yourself and network with other coaches across Nebraska
- Conduct a parent meeting prior to the start of the season
- Manage and supervise contests and practice sessions to promote individual growth in athletic skills, teamwork, discipline, respect, and good sportsmanship
- Complete the required training courses through the NSAA (Heat Acclimatization, Sudden Cardiac Arrest, and Concussion) Concussion completed yearly per request of Wakefield Community School District and the other once in a three- year period
- Adhere to the injury procedures established by Wakefield Community School District
- Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis (i.e. statistics, film study, etc..)
- Delegate specific duties, supervise implementation, and at season's end analyze staff effectiveness and evaluate all assistants
- Take all necessary precautions to protect student athletes to protect student athletes, equipment, materials, and facilities

- Monitor and enforce student eligibility requirements
- Instruct coaches and players on NSAA and NFHS rules and regulations
- Submit rosters to AD at least one week prior to the first scheduled contest
- Apply and enforce student discipline during athletic contests and encourage sportsmanlike conduct in all phases of athletic participation
- Establish and maintain open, professional and respectful communications with students, parents, staff, athletic director and youth program coaches
- Maintain inventory of all uniforms and equipment within the program
- Annually establish and strive to meet performance goals
- Be supportive of student participation in other activities offered with the Wakefield Community School District
- Adhere to all the district guidelines
- Be familiar with and adhere to school board policies, particularly those governing student nondiscrimination, anti-harassment, bullying, mandatory reporting, student confidentiality, and other pertinent school board policies
- Advise students and parents on the athletic code of conduct, including consequences for violation, and coordinate with athletic director in instances of possible violations of the code of conduct

Preferred Qualifications:

Education/Certification:

Valid teaching certificate or prior coaching experience and NFHS Certification
 CPR/First Aid Certification
 Heat Acclimatization
 Sudden Cardiac Arrest
 Concussion
 Van Driving Course

Special Knowledge/Skills:

Must have experience or desire to work in a diverse school district
 General knowledge of coaching techniques and procedures
 Knowledge of NSAA/Lewis and Clark Conference rules
 Demonstrate the ability to instruct, lead, and supervise student athletes
 Excellent organizational, communication and interpersonal skills

JOB DESCRIPTION

ASSISTANT COACH JOB DESCRIPTION

TITLE: Assistant Coach
DEPARTMENT: Athletics
SPORT: _____
COMPENSATION RATE: _____
REPORTS TO: _____

MISSION STATEMENT:

Develop a family/culture of champions athletically, academically, and within the community.

The job of the Assistant Coach is done for the purpose/s of assisting with the designing and implementing of the athletic program for the assigned sport in accordance with the policies set forth by the Wakefield Community School District.

Responsibilities:

The following duties are primarily performed and which are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. Other duties may be required or assigned.

- Has thorough knowledge of all the athletic policies approved by the Wakefield Community School Board of Education and play a key part in the implementation process
- Be present at all practices, games and while traveling
- Provide assistance, guidance and safeguards for each participant
- Provide training rules and any other unique regulations in conjunction with the head coach of the sport to each athlete who participates
- Maintains discipline and works to increase morale and cooperation within the school sports program
- Monitor equipment rooms and locker rooms to ensure the safety of all participants
- Direct student assistants (managers, statisticians, etc.)
- Assist the head coach with supervising athletes during practices and competition
- Model strong sportsmanship and maintain appropriate conduct towards players, officials, opponents, and spectators
- Attend all staff meetings and carry out scouting assignments in practice as outlined by the head coach
- Work within the basic framework and philosophy of the head coach of that sport and assists with determining game strategy
- Assist in the planning and implementation of both in-season and out-of-season conditioning and weight programs. Attendance must be consistent.

- Never criticize or argue with the head coach or any staff member within near proximity of players and parents

Preferred Qualifications:

Education/Certification:

Valid teaching certificate or prior coaching experience and NFHS Certification

CPR/First Aid Certification

Heat Acclimatization

Sudden Cardiac Arrest

Concussion

Van Driving Course

Special Knowledge/Skills:

Must have experience or desire to work in a diverse school district

General knowledge of coaching techniques and procedures

Knowledge of NSAA/Lewis and Clark Conference rules

Demonstrate the ability to instruct, lead, and supervise student athletes

Excellent organization, communication and interpersonal skills

School Policy

Clinics:

Coaches will be allowed to use one professional development day for sports that they specifically coach. There are school vans available for transportation to the clinic as well as lodging accommodations provided by the school district.

State Championships:

Coaches will be allowed to use one professional development day to attend the State Championship matches/games in their respective sport.

Fundraising:

All fundraising must be approved by administration. Administration reserves the right to not approve fundraising. PMS Color- 504 Aggie Maroon, 430- Gray, and White

Apparel:

Wakefield Community School district has committed to purchasing apparel for coaches of our sports and activities. Please access our BSN Sideline Store if you are looking for team apparel. The link is: <http://sideline.bsnsports.com/schools/nebraska/wakefield/wakefield-high-school>

Required Testing:

Wakefield Community School requires all JH and HS coaches to complete the Concussion Training located through the NSAA website on the NFHS training website. Also, per the NSAA, all coaches are required to complete the following NFHS training courses every three years: Sudden Cardiac Arrest and Heat Acclimatization. Certificates of the completed courses need to be printed and given directly to the Athletic Director for filing.

Non-certified coaches:

Individuals that don't hold a Nebraska Teaching Certificate, can obtain a Special Services Certificate for Coaching:

1. Complete (2) online NFHS courses at www.nfhslearn.com/courses
 - *Fundamentals of Coaching
 - *First Aid, Health, and Safety for Coaches
 - *Wakefield Community School requires Concussion Training as well.
2. Fingerprint cards are required if you have not continuously lived in Nebraska for the past five (5) years.
3. Complete the Nebraska Department of Education Special Services Certificate application at www.education.ne.gov/TCERT
4. Submit original certificates to the Nebraska Department of Education indicating completion of the NFHS Fundamentals of Coaching and NFHS First Aid, Health and Safety for Coaches.
5. The Nebraska Department of Education will send the Special Services Certificate electronically to the individual's email address included on the application.
6. The certificate will be valid for five (5) years and can be renewed.

7. Questions should be directed to the Nebraska Department of Education, Teacher Certification. Phone # 402-471-2295
8. Wakefield Community School will reimburse coaches obtaining the Special Services Certificate for Coaching.

General Coaching Information:

1. All head coaches will be evaluated by the Athletic Director during the season in which he/she coaches.
2. The Athletic Director and head coaches will meet at the conclusion of the season that he/she coaches and review the evaluation.
3. Head coaches can be put on an improvement plan that addresses the deficiencies of the coach seen in the evaluation.
4. Head coaches are required to meet with parents of their athletes to provide information regarding the upcoming season as well as expectations of players and parents.
5. All head coaches are required to submit a roster of participants to the Athletic Director prior to the start of the season.
6. Head coaches of all sports are required to submit a complete equipment/uniform inventory at the time of their evaluation to the Athletic Director.
7. All coaches are required to follow the preseason practice guidelines set forth by the NSAA.

Weekly Eligibility Policy

Wakefield Community Schools values the educational opportunities and personal development that our athletic and activity programs offer to our students. Wakefield Community Schools understands the importance of maintaining an appropriate level of performance in a student's academic classes to maintain eligibility. A student must be committed to their academic pursuits in order to be eligible to participate in extracurricular activity groups or attend school-sponsored events. The eligibility policy at Wakefield Community Schools is designed to motivate and support students who encounter academic struggles to ensure they are successful and able to participate in valuable educational opportunities.

A 7-12 student will be placed on academic warning the following week (Monday-Sunday) if they are failing one or more classes at noon on the last day of the week.

- A student on academic warning may be withheld from practices or meetings until the student is passing the class.
- A student on academic warning may be assigned to the After School Program if they are missing any assignments, projects, or papers until they are current in all classwork.

A student will not be eligible for extracurricular athletics, activity groups, or school events if they are failing two or more classes for two or more weeks at noon on the last day of the week.

- An ineligible student will be on academic probation and may be withheld from practices or activity group meetings.
- Ineligible students will be assigned to the After School Program until they are current with schoolwork in all classes.

- If a student that is ineligible is passing all classes or all but one class at noon on the last day of the week will be eligible for contests and events the following week (Monday-Sunday).
- A student still not passing one class at the end of that week will still be ineligible to participate in extracurricular activities.

Eligibility Schedule:

- Academic eligibility will be determined at the end of the second full week of every quarter.
- Academic eligibility will extend one week after the last full week of the quarter.
- The Guidance Counselor will run a report of failing students at 9:00 am on Thursday and will notify students of failing grades.
- At noon on the last day of the week, the Guidance Counselor will print warning/ineligible reports that will be handed to students and emailed and mailed to parents/guardians.
- The ineligibility period will run the following Monday-Sunday.

Music students that are determined to be ineligible will be allowed to perform in school concerts. Those events are deemed to be co-curricular, not extracurricular. Music students would be ineligible for Conference, District, State, or other honor music events.

The principal or student-problem solving team have the authority to implement intervention or improvement plans for students who appear on the warning/ineligible list.

Grades 4-12 Grading 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

4043: Professional Boundaries and Appropriate Relationships Between Employees and Students

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.

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.

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 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.

4051: Staff and District Social Media Use

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. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

1. Personal Versus School-Affiliated Social Media Use

a. Personal Social Media Use

i. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.

ii. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.

iii. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.

iv. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

b. School-Affiliated Social Media Use

i. Any social media account which purports to be "the official" account of the school district (e.g., "Bulldog Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.

ii. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.

iii. Staff may be required to interact with specified individuals on school-affiliated social media accounts.

iv. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

2. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

a. General Use and Conditions

i. Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social

media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.

ii. Staff must obtain the consent of their building principal or the superintendent prior to posting any student related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

iii. Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

b. Acceptable Use

i. Staff may use social media for instructional purposes.

ii. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.

iii. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media 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.

c. Unacceptable Use

i. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.

ii. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.

iii. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

3. School-Affiliated Digital Content

a. General Use and Conditions for School-Affiliated Accounts

i. Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, microblogs, social media pages or

handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

ii. Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

b. Moderation of Third-Party Content

i. The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

ii. In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains threatening, harassing, or discriminatory words or phrases;
4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
5. Contains any other threat to the safety of students and staff.

iii. Every account administrator must keep a copy of any removed content and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

4054: Reporting Child Abuse or Neglect

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Reporting Procedure.

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.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she or they have reasonable cause to believe that a child has been abused or neglected.
3. 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.

Contents of the Report.

The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

4060: School Vehicle Use

Pupil Transportation Vehicles.

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. See Title 92, Nebraska Administrative Code, Chapter 91 – Regulations Governing Driver Qualifications and Operational Procedures for Pupil Transportation Vehicles ("Rule 91") Title 92, Nebraska Administrative Code, Chapter 92 – Regulations Governing the Minimum Equipment Standards and Safety Inspection Criteria for Pupil Transportation Vehicles ("Rule 92"), available on NDE's website (www.education.ne.gov). A pupil transportation vehicle is any vehicle utilized to carry school children as sponsored and approved by the school board and that conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed as School Bus, Activity Bus, Small Vehicle, or Coach Bus.

School Vehicles Other Than Those Transporting Students. School district employees, board members, and other elected or appointed school district officials (collectively "school personnel") 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. School district vehicles may not be used for personal purposes unless the vehicle, or the use of it, is provided to an employee as a condition of an employment contract or it is leased to school personnel as allowed by law. School personnel must operate school vehicles in accordance with all applicable federal, state, and local laws.

Driver Qualifications. School personnel who wish to use a vehicle owned or leased by the school district and who are not transporting students must:

- Possess and provide a copy of a valid Motor Vehicle operator's license.
- Be able to read and comprehend driving regulations and written test questions.
- Obtain and provide a copy of his or her current driving record from the department of motor vehicles at least one time per school year to the superintendent or his or her designee.
- Be at least 19 years of age.

School personnel must notify the superintendent or his or her designee about any change in their driving status or eligibility.

School personnel who have been convicted of any of the following or who meet any of the following conditions will not be allowed to drive a school district vehicle:

- If the citation or conviction occurred at any time—Motor vehicle homicide or driving under the influence – 3rd or subsequent offense;
- If the citation or conviction occurred within the last 3 years - Driving under the influence of drugs or alcohol, failure to render aid in accident you are involved in, speeding 15 miles per hour or more above the posted speed limit, reckless driving (willful or otherwise), careless driving, leaving the scene of an accident, failure to yield to a pedestrian with bodily injury to the pedestrian, or negligent driving; or
- Have accumulated 6 points or more under an operator's license point system within the last 2 years.

The superintendent or his or her designee has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The superintendent or his or her designee will make the final determination about the use of school district vehicles.

Electronic Communication While Driving.

Unless the superintendent or a principal grants an exception to allow verbal communication on an as needed basis for specific district-related work based upon an employee’s duties and responsibilities, 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. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to emails, instant messages, text messages or other visual media.

Tobacco, Alcohol, and Controlled Substances.

The use of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted in a school vehicle at any time. The use or possession of any alcohol or controlled substance (unless legally prescribed to school personnel by a physician) is not permitted in a school vehicle at any time. All drivers shall follow and be subject to Drug Free Workplace Policy and Drug Policy Regarding Drivers Policy.

Traffic Accidents, Infractions, Violations, or Citations.

School personnel who receive a citation or warning citation from a law enforcement officer or are involved in an accident while operating a school vehicle must report the citation to the superintendent or his or her designee as soon as practicable, but no later than 24 hours of receipt. The superintendent must report his or her accidents, infractions, violations, or citations to the board president.

4064: Transporting Students in Employee Vehicles

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. School employees who transport students in their personal vehicles and those children do not live within the employee’s household must comply with the board’s policies on pupil transportation and school vehicle use, including Pupil Transportation Driver Qualification Criteria.

NSAA Eligibility Policy

2.1 GENERAL REQUIREMENTS

2.1.1 **Student Eligibility.** Only those students meeting the eligibility requirements as established in the

Constitution, Bylaws, or Approved Rulings are permitted to represent their member school in interscholastic competition in those activities which are under the jurisdiction of the Nebraska School Activities Association

APPROVED RULINGS AND INTERPRETATIONS FOR SECTION 2.1.1

The administrative staff of each high school is responsible for determining the eligibility of each of its students participating in activities.

1. *Schools must check the following for each high school transfer student:*
 1. *If the student attended school the previous semester.*
 2. *If the student has been or will be in school for the first eleven days of the present semester.*
 3. *If the student's age meets eligibility requirements.*
 4. *If the student passed and received at least twenty credit hours the previous semester.*
 5. *If the number of semesters of high school membership is less than eight semesters.*
 6. *If the legal domicile of both of the student's natural parents is within the school district.*
 7. *If the student has attended another high school within your school district.*
2. *Schools must check the following for each student who is enrolling in high school and attended junior high the immediate preceding semester:*
 1. *If the student's age meets eligibility requirements.*
 2. *If the student has exceeded eight semesters of school membership or four seasons of participation.*
3. *If the student has participated in non-school competition during the season of the sport.*

2. **2.1.2 Administrative Responsibility.** The superintendent or his/her designate of each member school shall be responsible for the activities program of the school and accountable to the Association for the conduct of such programs. It shall be the duty of this person to administer and enforce all eligibility rules. Included in these responsibilities are the following:
 - a. To administer and enforce all eligibility rules.
 - b. Educate and guide the school's staff who are associated with activities and the students who participate in activities in the rules of eligibility which govern members of the Association.
 - c. For the failure to discharge such responsibilities, member schools shall be subject to penalties as set out in Paragraph 2.11 of the NSAA Bylaws.

APPROVED RULING AND INTERPRETATION 2.1.2

Medical Personnel at Regular Season Contests

Severe injuries, sudden illnesses and other critical incidents do not often occur during school activities, but it is important for every school to have an emergency action plan (EAP) for administrators, faculty, coaches and staff members to follow should emergencies occur. Due to lack of universal availability of medical coverage and other logistical reasons, NSAA does not require that schools have a physician, trainer or ambulance on-site at regular season activities; however, each school should have a plan in place should there be an emergency involving students, coaches, officials, or spectators requiring medical attention.

3. **2.1.3 Consent of Parent and Student.** A student shall become eligible for practice and competition in each activity that is under the jurisdiction of the Nebraska School Activities Association when a (once each year) certificate of consent, signed by the student and his/her parents or guardian, and is

on file with the principal. The certificate of consent shall contain an acknowledgement that the major rules and regulations governing the student's eligibility to participate in interscholastic activities have been disclosed to the student and his/her parent or guardian.

2.1.3.1 Prior to permitting a student's participation in interscholastic competition, the superintendent or designate of each school, (once each year), shall file a report with the NSAA office, verifying that each Certificate of Consent has been properly signed and each student has been informed of NSAA rules.

2.1.4 **Certificate of Eligibility.** Prior to the first date permitted for interschool competition in each activity, each member school shall submit an on-line list of all students participating and eligible to participate in each activity.

APPROVED RULINGS AND INTERPRETATIONS FOR SECTION 2.1.4

1. *A team may refuse to engage in the contest if the participation/eligibility entries have not been entered into the NSAA on-line database.*
 2. *A non-public school and public school, or two or more public schools or two or more non-public schools, cannot combine their members to make up one team to play scheduled contests, unless they have followed the rules of cooperative sponsorship.*
 3. *The participation list is required for ALL participants in the activity. Only those participants marked as being eligible at their member school may participate in varsity contests.*
 4. *All schools shall enter the student participation and eligibility lists on-line into the NSAA's secured database prior to the first date permitted for interschool competition in each activity.*
 5. *Students who are ineligible for varsity participation due to transfer or eligibility rule non-compliance may participate at the non-varsity level; however, such students would be ineligible to participate if their non-varsity team is competing against another school's varsity team.*
1. 2.1.4.1 In case an addition is made to the list during the season of that activity, the school shall notify the NSAA office before using the added student in competition.
 2. 2.1.4.2 Schools shall certify that students who become ineligible for any contest because of failure to comply with any Association eligibility rule will not be allowed to participate.

90-school Day Ineligibility Interpretation

When counting 90-school days, a school day is defined as a student contracted regular school day, Monday-Friday, in which there is the opportunity for instruction. After the 90-school day ineligibility period has been completed, the student would be eligible on school day 91. When school is cancelled for reasons beyond the control of the student, i.e. Inclement weather, facility malfunctions that prevent school from being held, those day(s) would be counted toward the 90-school days. Summer school is excluded in the count.

2.2 PARTICIPATION REQUIREMENTS

2.2.1 **Participants.** Individuals who are bona fide students of a member high school and have not graduated

from any high school or its equivalent, and students of a middle level school that is a part of a member high school's system who compete or practice with a member high school team may be permitted to participate in activities of the Nebraska School Activities Association. **2.5.1 To be eligible, the student must be continuously enrolled in at least twenty credit hours of instruction per semester at the school the student represents in interscholastic competition.** Exempt or home school students from authorized Rule 13 schools must be continuously enrolled in a minimum of ten credit hours of instruction per semester at the school the student represents in interscholastic competition.

APPROVED RULINGS AND INTERPRETATIONS FOR SECTION 2.2.1

1. *To be a participant in any NSAA activity at either the varsity or non-varsity levels of competition, an individual must be a bona fide student of a member high school. Exempt-school or home-school students, unless enrolled in a minimum of twenty credit hours of schoolwork, at least ten of those credit hours in the member high school, are not eligible to represent a member school in NSAA activities, regardless of the level of participation or competition.*
2. *If a school's internal grade grouping, as reported to the State Department of Education, designates the ninth grade as a part of the high school, the students enrolled in the ninth grade shall abide by the Constitution and Bylaws of the Nebraska School Activities Association.*
 1. *If a ninth grade student who is enrolled in a junior high school is promoted to participate on a senior high school team or competes against a team composed of senior high school students, this student(s) must abide by all NSAA regulations during the season of the sport, such as opening and closing dates of the NSAA sports seasons, being restricted from competing with or against seventh or eighth grade students, NSAA game/match and individual limitations, participation in non-school competition, and the organized practice rule.*
 2. *A ninth-grade student, whether part of the high school or junior high school, may compete on or against any team composed of ninth graders only, regardless of the school's organization.*
 3. *Once a junior high school student becomes a member of a high school team, the student has established his/her eligibility at that high school.*
3. *If a student reaches age 15 prior to August 1 and is in the seventh or eighth grade, the student may move to the next level of competition offered in his/her school and will be ineligible for seventh/eighth grade competition.*
4. *If a student is carrying over fifty percent of his/her work in the eighth grade, the student is not to be considered as being a high school student, provided the local authorities did not carry the student on their high school attendance records. If the student is carrying fifty percent or more of his or her work in the ninth grade, the student should be considered a ninth-grade student.*
5. *For any student to be eligible to participate in NSAA activities at any level, such student must meet the age, eight-semester, four-season and current semester (20-credit hours) requirement. The preceding semester and domicile requirements apply to varsity participation only.*

2.2.1.1 Once a student participates in an activity under the aforementioned arrangements, the student shall be governed by all rules of the NSAA.

2.2.2 **Semester Limitation.** A student shall become ineligible after eight semesters of school membership beginning with his/her initial enrollment in grade nine.

APPROVED RULINGS AND INTERPRETATIONS FOR SECTION 2.2.2

1. *Students who have become ineligible because of excessive semesters of membership or because of excessive seasons of participation in a particular sport are ineligible for interscholastic contests including the non-varsity competition.*
2. *Membership by a student in a school not a member of the Association counts against the student when that school subsequently becomes a member or when the student transfers to a member school.*
 1. 2.2.2.1 Membership in any school or schools for thirty or more school days during a semester is considered a semester of school membership.
 2. 2.2.2.2 The records of the school or schools in which the student was a member shall be used to determine the total number of days of school membership.
 3. 2.2.2.3 Semesters are not charged consecutively. If a student is not enrolled in school, the student is not charged with a semester of membership. When he or she re-enrolls in school, however, it takes one semester, for which the student is charged, to regain eligibility.

3. **2.2.3 Season Limitations.** No student shall be permitted to participate in more than four seasons of any one activity at the high school level. After initial enrollment in grade ten, no student shall be permitted to participate in more than three seasons of any one activity. Competing in any part of an interscholastic contest shall count as a season of participation in that activity.

APPROVED RULINGS AND INTERPRETATIONS FOR SECTION 2.2.3

Participation by a student in a high school interschool contest shall count as a semester of membership as well as a season of participation.

4. **2.2.4 High School Graduates.** A graduate from a four-year high school or its equivalent is no longer considered a student for interscholastic activity purposes even though the student enters another high school and is classed there as a fourth-year or even a third-year student and is a candidate for graduation.
 1. **Mid-Year Graduates.** At the end of the first semester, a student who becomes ineligible to play through graduation but who is eligible to play until the end of the semester, shall be eligible up to and including Saturday night of the week the semester is completed.
 2. **Graduation Prior to State Contest.** A student who is eligible to compete throughout the regular season in an activity, but who graduates or completes eight semesters of high school attendance before the state tournament in that activity shall be eligible to compete in such tournament or meet provided the tournament or meet is held before the next semester starts.
5. **2.2.5 Second Semester Eligibility.** A student who becomes eligible the second semester shall be eligible the first day of the second semester, provided his/her name has been included on an eligibility list sent to the NSAA office before the contests.

a. Students who will become eligible the second semester may be included on an eligibility list sent during the first semester, provided a note indicates the date on which they will become eligible.

2.3 AGE

2.3.1 Age Limitation. No student shall be eligible for interschool competition who has attained the age of

nineteen years except as follows: A student who becomes nineteen years of age on or after August 1 shall be eligible on the basis of age until the end of the current school year.

Exception: If the student is a bona fide student with a disability as defined at 42 U.S.C. Section 12102 (ADA) and the regulations promulgated there under, and the student's specific disability has contributed significantly to the student's inability to meet the requirements of this Bylaw, that student may be declared eligible by the Executive Director if, in the sole discretion of the Executive Director through the hardship application process, on a case-by-case the Executive Director determines that:

- a. The student does not pose a safety risk to himself/herself or others; and
- b. The student does not enjoy any advantages in terms of physical maturity, mental maturity or activity maturity over the other participants; and
- c. The student's participation does not affect the principles of competitive equity; and
- d. There is no evidence of "red-shirting" or other indication of academic dishonesty. Students

granted this exception will be limited to 4 years (8 semesters) of participation at the varsity level. Students granted this exception must adhere to all applicable NSAA Bylaws and Approved rulings.

APPROVED RULINGS AND INTERPRETATIONS FOR 2.3.1

1. *Students who have become ineligible because of age are ineligible for all interscholastic contests including non-varsity team competition.*

2. *The oldest age given on any annual report shall be accepted as the student's age unless a birth certificate certified by the Bureau of Vital Statistics, State Capitol, Lincoln, or the Bureau of Vital Statistics of any other state, can be produced to the contrary.*
3. *The Age Limitation Bylaw 2.3.1 is an objective standard; a student must meet the age limitation set forth in Bylaw 2.3.1 to be eligible for participation and competition. The only consideration for a waiver of the age eligibility rule shall be to determine if a discrepancy exists in the student's reported Date of Birth that, upon further examination and evidence, would result in the establishment of the correct Date of Birth. [See, Pottgen v. MSHSAA, 40 F. 3d. 926 (8th Cir. 1994).]*

4. In light of NDE Title 92. Chapter 51 (003.49) (hereinafter "Rule 51") that states, "School age programs shall mean special education programs and related services designed to serve children with verified disabilities from age 5 through the school year in which the student reaches age twenty-one," an age rule exception is extended for Unified Sports activities and events to student who are identified under Rule 51 competing as students with intellectual disabilities. Unified Sport athletes who become twenty-one years of age on or after August 1 shall be eligible on the basis of age in non-contact Unified Sports until the end of the current school year.

2.3.2 A student in grade seven or eight who reaches age 15 prior to August 1 may participate on a senior high school team.

2.4 ATTENDANCE REQUIREMENT

1. 2.4.1 A student must have enrolled in some high school on or before the eleventh school day of the semester in which the contest takes place to be eligible for varsity interscholastic competition.

APPROVED RULINGS AND INTERPRETATIONS FOR 2.4.1

If a student enrolls in one school any time within the first two weeks after that school has opened and subsequently transfers to another school during that semester, the latter school may accept the student's original enrollment as meeting the enrollment requirements.

2. 2.4.2 After initial enrollment at a school, a student must be regular in attendance in accordance with the officially adopted attendance policy of that school.
3. 2.4.3 The above requirements may be waived if a student is prevented from enrolling or being regular in attendance because of personal illness or quarantine and satisfactory cause of such late registration is presented to the Executive Director.

2.5 SCHOLASTIC REQUIREMENTS

1. 2.5.1 **Current Semester.** To be eligible, the student must be continuously enrolled in at least twenty credit

hours of instruction per semester at the school the student represents in interscholastic competition. Exempt or home school students from authorized Rule 13 schools must be continuously enrolled in a minimum of ten credit hours of instruction per semester at the school the student represents in interscholastic competition. Students enrolled in college classes at an accredited institution should be allowed to use those classes in meeting the twenty-credit hour eligibility requirements. No student should be allowed to use more than two classes from an accredited institution in one semester. Proof of enrollment and payment of fees should be provided to the Activities Director to verify they are registered and enrolled for the class (es).

APPROVED RULINGS AND INTERPRETATIONS FOR 2.5.1

Each individual school may determine its own current semester scholastic requirement for eligibility to compete in interschool activities. The requirements may be more stringent than the State Associations, but in no case shall the requirements be less restrictive.

2. 2.5.2 **Preceding Semester.** To be eligible, a student shall have credit on the school records for twenty credit hours of school work for the immediate preceding semester.

APPROVED RULINGS AND INTERPRETATIONS FOR 2.5.2

The twenty credit hours shall be such as will ordinarily be considered as advancing the student towards graduation.

1. 2.5.2.1 The term “preceding semester” means the semester immediately preceding the semester in which the student wishes to participate in activities.
2. 2.5.2.2 The preceding semester rule is not to apply to students who are entering high school for the first time and have not competed or practiced with a high school team.

2.5.3 Opportunity to Fulfill Scholastic Deficiency. A student who does not earn twenty credit hours during the spring semester may make up not to exceed ten credit hours during the summer in an accredited program. Such work must be completed and the grades recorded on the school records prior to September 1 or the opening day of school, whichever comes first, in order for that student to be eligible for varsity interscholastic participation the fall semester.

2.5.3.1 If incomplete grades are the determining factor in whether a student has the required number of credit hours the preceding semester, the student remains ineligible until the incomplete is replaced by passing grades and the incomplete grades are on the records of the school.

2.5.4 Year Around School. Eligibility requirements may be adjusted for a one-year period by the Board of Directors in order to permit students to participate in activities in schools that are experimenting with the twelve-month school year.

2.6 DOMICILE ELIGIBILITY

The procedure for requesting waivers on the basis of a hardship can be found under Due Process Procedure, paragraph 1.10.3

2.6.1 **Domicile.** Domicile shall be defined as the place where the parents have established their home. This means that the family regularly eats and sleeps in a specific place of lodging. It is the place where the student and his/her parents are habitually present and to which, when departing, they intend to return.

APPROVED RULINGS AND INTERPRETATIONS FOR 2.6.1

The eligibility of a student is based on the domicile of the legal parent. A student, if eligible in all other respects, shall be eligible in the district where the legal parent has his or her bona fide domicile.

1. 2.6.1.1 It shall not be considered a change of domicile if the parents have moved to a new home but do not intend to make it their permanent home, have not given up their former home, or have not sold their personal property or moved it to a new domicile, unless complete information is presented at a

hearing before the Executive Director and a ruling has been given that a bona fide change of domicile has been made.

2. 2.6.1.2 **Boundaries of Non-Public Schools.** For the purposes of determining domicile, the boundaries of a non- public school shall be the same as those of the public school district in which the non-public school is located.

2.6.2 Parents. The term parents shall mean the student's natural parents or adoptive parents, or foster parents if student(s) is placed in a foster home after becoming a ward of the state, courts or welfare agency, or legal guardian if parental rights of custody of both parents have been terminated by death, incompetency or unsuitability.

APPROVED RULINGS AND INTERPRETATIONS FOR 2.6.2

If divorced or legally separated parents, or parents who have never been married, share joint custody of a child, the parent with whom the child lives immediately following the divorce or legal separation shall be defined as the legal parent for eligibility purposes. If the parents live in two different school districts and the child transfers to live with the other parent, the student shall be ineligible for ninety school days in the new school. In such situations, each transfer back and forth to different schools shall constitute a new ninety-school-day ineligibility period.

1. 2.6.2.1 In order for a guardian to be recognized as a legal parent, there must be properly certified documentation from a court of competent jurisdiction indicating the date of appointment, powers conferred and whether the guardian was appointed due to death, incompetency, or unsuitability of the natural parents.
2. 2.6.2.2 If the parents are divorced or legally separated, the parent who has been awarded custody of the child as documented by certified copy of an order by a court of competent jurisdiction, is the legal parent. If joint custody was awarded, the parent the child chooses to live with immediately following the divorce shall be defined as the legal parent.
3. 2.6.2.3 If the parents are required to live apart because of circumstances beyond the control of the parents, but the marriage has not been dissolved and a separation decree has not been entered, the Board of Directors, upon application, may grant a hardship waiver and determine that the domicile of the student will be that of the parent with whom the student is living. Once a student makes a choice of the parent with whom he/she wishes to reside, the parent chosen shall be interpreted as the legal parent.

2.6.3 Selection of School for Activity Eligibility. When a student enters a high school for the first time after promotion from grade eight of a two-year junior high school, or a sixth, seventh, and eighth grade middle school, or from grade nine of a seventh, eighth, and ninth grade junior high school, he/she may enter the high school of his/her choice and be eligible immediately if eligible in all other respects. Any subsequent transfer to another high school, unless there has been a change in domicile by his/her legal parents, or the student meets the requirements of **the May 1 Transfer List (2.7.8.1)**, shall render the student ineligible for varsity competition for ninety school days.

1. 2.6.3.1 The term "home school district" shall mean the school district in which the student's legal parent's domicile is located.
2. 2.6.3.2 Once a student selects and attends a high school, that school is where the student's eligibility shall be established.

Q: A family will be moving to a home in a district other than the one they currently reside and do not plan to sell their legal domicile in the district from which they are transferring. Is the student eligible immediately?

A: No, this would not be considered a legal domicile change and the student would be ineligible for 90 school days for varsity competition unless a hearing before the Board of Directors determines a bona fide change of domicile has been made.

APPROVED RULINGS AND INTERPRETATIONS FOR 2.6.3

1. *After a student completes junior high school and there is more than one high school located in the school district where his/her parents have their domicile, the student is eligible for varsity competition at one of the high schools located within the school district. Once the student selects the high school, that school is where the student's eligibility shall be credited.*
2. *A student who is ineligible because of his/her parents' failing to meet the domicile requirement shall become eligible after attending the high school he/she wishes to represent in varsity competition after ninety school days.*

Title IX Information and Requirements

Title IX is a federal statute that prohibits discrimination:

- *On the basis of sex
- *In education programs or activities
- *Receiving federal financial assistance

What is Discrimination “On the Basis of Sex”?

- *Any disparate treatment based on a person’s sex
(Does not require hostility or intent to harm; difference in treatment is enough)
- *Includes “sexual misconduct”
- *Includes gender stereotyping (and maybe sexual orientation and gender identity)

Key Terms:

Sexual Violence:

- *Physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to age or use of drugs/alcohol or intellectual/other disability
- *Acts that fall into this category include- rape, sexual assault, sexual battery, sexual abuse, and sexual coercion
- *Is a form of sexual harassment

General Duties Under Title IX:

Upon notice the district must:

- *Take prompt and effective action to:
 - End the misconduct
 - Prevent its recurrence

General Expectation:

- *Conduct investigation
- *Institute remedies as appropriate
- *Must be done within 60 days

2.4 ATTENDANCE REQUIREMENT

1. 2.4.1 A student must have enrolled in some high school on or before the eleventh school day of the semester in which the contest takes place to be eligible for varsity interscholastic competition.

APPROVED RULINGS AND INTERPRETATIONS FOR 2.4.1

If a student enrolls in one school any time within the first two weeks after that school has opened and subsequently transfers to another school during that semester, the latter school may accept the student’s original enrollment as meeting the enrollment requirements.

2. 2.4.2 After initial enrollment at a school, a student must be regular in attendance in accordance with the officially adopted attendance policy of that school.

3. 2.4.3 The above requirements may be waived if a student is prevented from enrolling or being regular in attendance because of personal illness or quarantine and satisfactory cause of such late registration is presented to the Executive Director.

2.5 SCHOLASTIC REQUIREMENTS

1. 2.5.1 **Current Semester.** To be eligible, the student must be continuously enrolled in at least twenty credit hours of instruction per semester at the school the student represents in interscholastic competition. Exempt or home school students from authorized Rule 13 schools must be continuously enrolled in a minimum of ten credit hours of instruction per semester at the school the student represents in interscholastic competition. Students enrolled in college classes at an accredited institution should be allowed to use those classes in meeting the twenty-credit hour eligibility requirements. No student should be allowed to use more than two classes from an accredited institution in one semester. Proof of enrollment and payment of fees should be provided to the Activities Director to verify they are registered and enrolled for the class (es).

APPROVED RULINGS AND INTERPRETATIONS FOR 2.5.1

Each individual school may determine its own current semester scholastic requirement for eligibility to compete in interschool activities. The requirements may be more stringent than the State Associations, but in no case shall the requirements be less restrictive.

2. 2.5.2 **Preceding Semester.** To be eligible, a student shall have credit on the school records for twenty credit hours of school work for the immediate preceding semester.

APPROVED RULINGS AND INTERPRETATIONS FOR 2.5.2

The twenty credit hours shall be such as will ordinarily be considered as advancing the student towards graduation.

1. 2.5.2.1 The term "preceding semester" means the semester immediately preceding the semester in which the student wishes to participate in activities.
2. 2.5.2.2 The preceding semester rule is not to apply to students who are entering high school for the first time and have not competed or practiced with a high school team.

2.5.3 Opportunity to Fulfill Scholastic Deficiency. A student who does not earn twenty credit hours during the spring semester may make up not to exceed ten credit hours during the summer in an accredited program. Such work must be completed and the grades recorded on the school records prior to September 1 or the opening day of school, whichever comes first, in order for that student to be eligible for varsity interscholastic participation the fall semester.

2.5.3.1 If incomplete grades are the determining factor in whether a student has the required number of credit hours the preceding semester, the student remains ineligible until the incomplete is replaced by passing grades and the incomplete grades are on the records of the school.

2.5.4 Year Around School. Eligibility requirements may be adjusted for a one-year period by the Board of Directors in order to permit students to participate in activities in schools that are experimenting with the twelve-month school year.

2.7 TRANSFER ELIGIBILITY

The procedure for requesting waivers on the basis of a hardship can be found under Due Process Procedure, Paragraph 1.10.3

1. **2.7.1 Change of School for Academic Advantage.** A change of school for academic advantages does not create eligibility, even though the school may be non-accredited and the school to which the student transfers is accredited.
2. **2.7.2 Member School Closes and/or a New School is Formed.** The following applies:
 1. **2.7.2.1** Any student who transfers from a closing school prior to the completion of the school year without a change in his/her parents' domicile will lose eligibility at the school to which he/she transferred for a period of ninety school days.
 2. **2.7.2.2** Students who are enrolled at a closing school throughout the school year shall have immediate eligibility for interscholastic participation representing the new school. This applies to domicile requirements only and does not waive the scholastic requirement, eight-semester rule, or any Association eligibility requirement.
 3. **2.7.2.3** Students enrolled at a closing school throughout the school year who elect to attend a high school other than the new school at the commencement of the new school year would be ineligible at any other high school located within the school district where his/her parents' domicile is located.
 4. **2.7.2.4** The student's parents and the school he/she wishes to attend must submit a request to the NSAA Executive Director for a waiver of the domicile rule when a student who has been attending non-public school that is closing elects not to attend the new school and the school district where his/her parents have their domicile does not have a high school sponsored by the same faith and the student wishes to continue to attend a non-public high school that is located in another district.
 5. **2.7.2.5** A student who is enrolled in any high school other than the closing school during the school year and who transfers to the new school the next year shall, without a change of domicile by his/her parents, be ineligible for varsity interscholastic competition for ninety school days.

2.7.2.6 After a student makes his/her choice and attendance commences at the beginning of the school year, the student becomes ineligible for a period of ninety school days in any other school to which he/she may transfer.

3. **2.7.3 Transfer by Student to a Member High School in Another School District.** Any student who transfers shall be ineligible for varsity competition for ninety school days. An exception to this ineligibility would be if the student transferred from one school in a cooperative agreement to another school in that same cooperative agreement. The domicile eligibility would be waived for such a transfer student to participate in the designated activity covered by that cooperative agreement.

APPROVED RULINGS AND INTERPRETATIONS FOR 2.7.3

If a student who has attended private or parochial school for two or more consecutive years wishes to continue his or her education in a private or parochial high school and there is no private or parochial high school located in the school district where his or her parents have their domicile, the student may attend a private or parochial high school in another school district and be eligible for interscholastic competition. Once a student enrolls and attends the private or parochial school, that school shall be where his/her eligibility is established. Any subsequent transfer shall render the student ineligible for ninety school days.

4. **2.7.4 Transfer by Student to a Different High School in Multi-High School District.** If a student living within a school district in which two or more member high schools are located, transfers from one high school to another within the same district without an accompanying change of domicile by his/her parents, the student shall become ineligible for interscholastic varsity competition for a period of ninety school days.

1. 2.7.4.1 If such student returns to his/her original high school before a ninety school day period of enrollment at the high school to which he/she transferred, the student shall be ineligible at the original high school.
2. 2.7.4.2 If the student remains in the school to which he/she transferred for a period of ninety school days or more, and returns to his/her original school, the student is ineligible for varsity competition for a period of ninety school days.

2.7.5 International Transfer Student. Any high school student who transfers to a member high school of the Nebraska School Activities Association from outside the United States is considered to be an International Transfer Student.

1. 2.7.5.1 Schools with international transfer students who intend to participate and represent a member school in interscholastic competition must complete and submit the online NSAA International Transfer Student application prior to student participation at any level.
2. 2.7.5.2 **International Transfer Eligibility.** International transfer students who are participants of a CSIET- listed J-1 or F-1 non-immigrant visa program and are determined to be eligible under NSAA regulations shall be eligible immediately for varsity participation for a maximum period of 180 consecutive school days regardless of a subsequent change in visa, residency, or guardianship. The 180 consecutive school day period begins with enrollment in any NSAA high school.

APPROVED RULINGS AND INTERPRETATIONS FOR 2.7.5.2

Regardless of grade placement, CSIET-listed J-1 or F-1 non-immigrant visa program participants are only eligible in the school district in which the student's host family lives.

3. 2.7.5.3 International transfer students not meeting the requirements of 2.7.5.2 will be ineligible for varsity participation for 180 consecutive school days.
4. 2.7.5.4 International transfer students whose place of residence changes to a different school district during their varsity eligibility period must have the new school file a hardship waiver with the NSAA executive director to remain eligible for varsity participation through the end of the original 180 consecutive school day period.

2.7.6 Home School Transfers. The following shall apply in determining the eligibility for a student who has previously attended a home school and transfers to become a bona fide student at a member high school for the first time.

1. 2.7.6.1 The home school, which the student previously attended, must have received acknowledgement from the Nebraska State Department of Education that the school conformed to the required statutes.
2. 2.7.6.2 The student must be accepted by the member high school and placed in a grade level that will classify the individual as a high school student (grades nine, ten, eleven or twelve). The exempt or home school transfer student must be continuously enrolled in a minimum of ten credit hours of instruction per semester at the school the student represents in interscholastic competition.
3. 2.7.6.3 If a student has been promoted from the eighth grade at a home school and is attending a member high school for the first time as a ninth-grade student, he/she may select his/her high school and be eligible.
4. 2.7.6.4 If the student is transferring from a home school and is accepted at a member high school as a tenth, eleventh, or twelfth grade student, he/she is considered a transfer student and shall be ineligible for varsity competition for ninety school days unless the home school is located in the same school district as the high school to which the student is transferring.
5. 2.7.6.5 If the student enters a member school as a tenth, eleventh, or twelfth grade student, he/she shall have received, or be granted, twenty credit hours for the immediate preceding semester. The twenty credit hours must be accepted and entered on the records of the student as partial fulfillment

of the school's graduation requirements. The member school shall determine whether the home school credits will be accepted to fulfill preceding semester scholastic requirements. Further, such home-school students who are enrolled in subsequent semesters in the member high school must have evidence of having successfully completed twenty credit hours of school work the immediate preceding semester, of which at least ten of those credit hours having been earned in the member-school setting.

6. 2.7.6.6 Students who enrolled in grades nine, ten, eleven, or twelve at a home school and who transfer to a member high school, shall be credited with the number of semesters of high school membership in which they were a member of the home school. These students shall not exceed eight semesters of school membership beginning with the initial enrollment in grade nine or the equivalent of grade nine.
7. 2.7.6.7 Students transferring from a home school to a member high school must meet the requirements of Section 2.2.
7. 2.7.7 **Transfers.** An exception to NSAA Bylaws may be considered for transfer students who have transferred to a member Nebraska high school that is located in a school district other than the Nebraska district where the student's legal parents' domicile is located.

APPROVED RULINGS AND INTERPRETATIONS FOR 2.7

If a student fails to meet any of the transfer requirements, he/she shall be eligible after attending the school he/she wishes to represent in varsity competition for ninety school days.

8. 2.7.8 **School to School Transfers.** Eligibility will be considered for Nebraska transfer students who have transferred from one Nebraska member high school to another Nebraska member high school when there is not a change of domicile by the legal parents. This would apply to Nebraska students who transfer: (1) from public school to private school; (2) from private school to public school; (3) from private school to private school; (4) from public school to public school; and (5) transfers from Nebraska school to Nebraska school within a multi-school district.
 1. 2.7.8.1 The NSAA member school into which the Nebraska student transfers MUST notify the NSAA of the transfer by entering the student's name in the NSAA online database no later than May 1. Once the NSAA has been notified, the Nebraska student could complete that year of eligibility in the Nebraska school the student was leaving. The Nebraska student would, however, become ineligible for ninety (90) school days the next fall if the Nebraska student were to change his/her mind and decided not to transfer. Only Nebraska students transferring from one NSAA member school to another NSAA member school are eligible to take advantage of the May 1 transfer and have their name submitted into the online database.

APPROVED RULINGS AND INTERPRETATIONS FOR 2.7.8.1

Nebraska students who complete transfer requirements and/or enrollment paperwork on or before May 1 and whose names are submitted to the NSAA by May 1 as Nebraska transfer students shall be immediately eligible in the fall at the school to which they transfer. If the Nebraska student were to later change his/her mind and not transfer, that Nebraska student would be ineligible for 90 school days at the Nebraska school in which he/she attends. If such Nebraska student were to transfer to the new Nebraska school, but later decides to return to his/her former district before 90 school days have elapsed, such Nebraska student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Or, in the case of the Nebraska student who transfers and attends the new Nebraska school before the start of the semester but whose name is submitted on the May 1 transfer list, and the student returns to the resident district, such Nebraska student would be ineligible for 90 school days commencing at the same time the Nebraska student began attending the transfer school.

2. 2.7.8.2 Those Nebraska students whose transfer has not been reported to the NSAA by May 1, shall be ineligible for 90 school days, with such transfers being subject to hardship waiver guidelines.
3. 2.7.8.3 Such Nebraska transfer students may transfer under this rule one time during their high school years, unless there is a change of domicile by the legal parent. Such Nebraska students who transfer a subsequent time without a change of domicile by the legal parent shall be ineligible for varsity competition for 90 school days.

APPROVED RULINGS AND INTERPRETATIONS FOR 2.7.8.3

Unless there is a bona fide change of domicile by the legal parent, a Nebraska student may transfer only one time to a different school under the May 1 transfer deadline. A Nebraska student's name may only be entered on one Nebraska school's May 1 transfer list. A Nebraska student who transfers under the May 1 transfer provisions and who later decides to return to his/her former district before 90 school days have elapsed shall continue to be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. The ineligibility shall continue, regardless of the parent's domicile change within the resident district.

If a Nebraska student has a legal domicile change to a different resident school district after May 1, and submits an Enrollment Option application and it is accepted by the Enrollment Option school district in accordance with Enrollment Option statutes (79-237 subsection 2), the Nebraska student would be eligible immediately at the Enrollment Option school provided he/she is eligible in all other respects. (Sept. 2013)

Who should be on the list:

1. Any incoming Nebraska sophomore, junior, or senior, who has an intent to compete on the varsity level without penalty.
2. All Nebraska learning community transfers.
3. A student who is attending a Nebraska school on or before May 1.

Who should not be on the list:

1. Incoming freshman
2. Nebraska students that have (option or school to school) previously transferred within their 9th- 12th grades
3. Students who have had a legal change of domicile
4. International transfer students enrolled in recognized CSIET programs
5. Students transferring for Athletic/Activity purposes

Q:	What does it mean to be placed on the NSAA May 1 Transfer List?
A: Students who wish to transfer from one Nebraska school to another Nebraska school must have the school to which the student is transferring enter the student's name in the NSAA online database no later than May 1.	
Q:	Should incoming 9th grade students be placed on the May 1 Transfer List?
A: No, NSAA Bylaw 2.6.3 allows 9th grade students to enter the high school of their choice and be eligible immediately for varsity competition if eligible in all other respects.	
Q:	If a student's name is placed on the May 1 Transfer List can the student return to their home school district within the first 90-days and be eligible immediately?
A: No, NSAA Bylaw 2.7.8.1 does not allow the student a subsequent transfer without sitting out 90 school days unless there is a change of domicile.	
Q:	How many times can a student have their name on a May 1 Transfer List?
A: Per NSAA Bylaw 2.7.8.3, students can have their name on the May 1 Transfer List once during their high school years.	

Q: How does a school know whether an incoming 10th, 11th, or 12th grade student's name has been previously entered on a May 1 Transfer List?

A: Ask the student and his/her legal parent(s), and then follow up with the school from which the student is transferring.

Q: Where can I locate a student's NDE number?

A: On the student's official transcript.

2.7.9 Transfer to Home School District. Any student entering high school for the first time after promotion from grade eight who did not initially enroll in the high school located in the school district where their student's parents have their domicile, or a student who transfers back to a high school located in the school district where his/her legal parent(s) have established their domicile shall be ineligible for ninety school days.

2.8 UNDUE INFLUENCE

2.8.1 The use of any of the following inducements may constitute undue influence, resulting in ineligibility of the student for all high school participation as stipulated in current NSAA Bylaw 2.7:

- a. Participant living with a coach, principal, teacher, or school official without legal guardianship
- b. Any inducement to get parents or students to change residence or schools for athletic/non-athletic purposes.
- c. Offer or acceptance of money
- d. Reduction or remission of regular tuition (other than need-based financial aid available to all applicants)
- e. Offer or acceptance of board, room, or clothing

- f. Offer or acceptance of money for work in excess of amount regularly paid
- g. Transportation to school by any school official
- h. Offer or acceptance of school privileges not normally granted to other students
- i. Free or reduced rent for parents
- j. Offer for payment of moving expenses for parents
- k. Offer or acceptance of employment for the parents in order to entice the family to move to a certain community so as to gain the services of a child in the school's activity program.
- l. Any attempt by a representative of a school or any individual or group outside the school to recruit a student(s) in order to gain his/her services in the school's activity program via personal, social media, electronic, US Mail, or 3rd party contact prior to a student's enrollment.

APPROVED RULINGS AND INTERPRETATIONS For 3.1.1.2

1. *If a student is participating in one sport during a sports season and decides to quit that sport and participate in another sport during the same season, the student shall be required to sit-out from competition at all levels for seven days. During this seven day sit-out period, students are permitted to practice. No student who has practiced or competed in one sport will be allowed to switch to another sport if the district or state meet in the student's former sport is in progress or has been completed or a season has ended.*
2. *If a student participates in two sports simultaneously during a sports season, that student shall become ineligible to participate in the district and/or state contest during that sports season.*

Q: Can a student who initially went out for cross country or tennis change his mind and come out for football after the first day of permitted football practice?

A: Yes. The student shall be restricted from competing for seven school days and will also be required follow heat acclimatization requirements.

3.1.2 December Moratorium. For five consecutive days in December, there shall be no practice and no interschool competition by individuals or teams in any athletic activity sponsored by the Nebraska School Activities Association. The specific dates for each five-day period will be set by the Board of Directors three years in advance.

(Refer to calendar for these dates.) [\[The moratorium is to include December 24 and 25 and the 5-days must be consecutive for each activity. Modifications of set dates requires NSAA Board of Directors approval.\]](#)

3.2 SCHOOL-YEAR, OUT-OF-SEASON PROGRAMS

3.2 A member school shall not provide support, hold an organized practice or enter students in any non-high school competition in NSAA sponsored sports during the "School-year, Out-of-Season" time period. A member school may provide support during the "Summertime" period per the district's Board of Education policy.

APPROVED RULINGS AND INTERPRETATIONS FOR 3.2

Faculty vs. student, alumni vs. student, or parent vs. student contests are not permissible during the

Q: Can a student who initially went out for cross country or tennis change his mind and come out for football after the first day of permitted football practice?

A: Yes. The student shall be restricted from practice and competing for seven school days and will also be required follow heat acclimatization requirements.

Q: My school is participating in a tournament contest the day before the December Moratorium and plans to stay overnight before returning home the following day. Is this permissible during the December Moratorium?

A: No. Travel time is not allowed during the five-day period of the December Moratorium.

season of the sport involved. If such contests are held out-of-season, the organized practice rule must be followed.

1. 3.2.1 **“School-Year, Out-of-Season” Definition.** “School-year, out-of-season” is defined as that period of time during the school year in which no organized practice can be conducted. The “school-year, out-of- season” period begins on the first day of fall practice and runs until the first allowable date of practice in that sport, and the period after a team or individual has been eliminated from further competition during the championship series of district and state tournaments/meets through Memorial Day or the end of the school year, whichever is later.

For non-varsity competition, “school year, out-of-season” begins the day following the last date of interscholastic competition or the last date of the varsity season, whichever is later.

2. 3.2.2 **“School-Year, Out-of-Season” Participation.** Except during the season of the sport involved, a student may be a member of a non-high school team and compete unattached in non-high school competition. Students are prohibited from wearing high school uniforms during non-high school sponsored competition.
3. 3.2.3 **Organized Practice.** No organized practice in any sport shall be held during the “school-year, out-of- season” period.

An organized practice shall be defined as follows:

1. **Football and Soccer.** An organized practice in 11-man football and soccer shall mean more than seven students under direct supervision of a sponsor. An organized practice in 8-man football shall mean more than five students under the direct supervision of a sponsor. An organized practice in 6-man football shall mean more than four students under the direct supervision of a sponsor. If more than one group is practicing at the same time, it shall be called an organized practice. The only pieces of general equipment shall be footballs, shoes, helmets, kicking tees, and hand held dummies and there shall be no contact with mechanical training devices or blocking sleds or with another player.
2. **Basketball, Baseball, Bowling, Softball, Volleyball, Tennis and Wrestling.** An organized practice shall mean more than four students under the direct supervision of a sponsor. If more than one group is practicing at the same time, it shall be called an organized practice. In baseball and softball, beginning four weeks prior to the official start of softball and baseball practice, sponsors may work with up to eight (8) players using only balls, gloves and protective catcher’s equipment. No other equipment, including bats may be used by players or coaches. An organized practice shall mean more than eight (8) students under the direct supervision of a sponsor. If more than one group is practicing at the same time, it shall be called an organized practice. During the four weeks prior to the official start of practice, sponsors will have the option of working with four (4) student athletes or eight (8) student athletes using the prescribe allowable equipment.
3. **Track & Field, Golf and Cross Country.** An organized practice shall mean more than three students under direct supervision of a sponsor. If more than one such group is practicing at the same time, it shall be called an organized practice.
4. **Swimming & Diving.** An organized practice shall mean more than three students under direct supervision of a sponsor. Two or more groups may practice at the same time providing no more than three students are under the direct supervision of a coach or sponsor.

APPROVED RULINGS AND INTERPRETATIONS FOR 3.2.3

Any individual who served as a school’s head coach, assistant coach, coach’s aide, or volunteer coach shall not coach athletes from that member school in non-high school competition if the number of athletes from the school which the individual served exceeds the number permitted for an organized practice in the sport involved.

4. 3.2.4 **Conditioning Program.** A member school may organize and supervise a “school year, out-of-season” conditioning program to include weight lifting, running, and exercising for its members in accordance with the following provision:
 1. Such a conditioning program shall be general in nature and may include only exercises designed to promote physical fitness.
 2. Sport-specific drills are not allowed, and sport-specific equipment may not be used.

3. The conditioning session shall be no longer than 60 minutes in length, and no student shall participate in more than one such session per day.
4. Conditioning programs shall be voluntary. No coach or school representative may directly or by implication direct a student to attend conditioning sessions as a prerequisite for membership or restrict the level of team participation within the high school program.

5. **APPROVED RULINGS AND INTERPRETATIONS FOR 3.2.4**

6. *Conditioning sessions organized and run by members of the school's coaching staff are subject the 60- minute limitation. Students, for example, who work out on their own at the school facility in weight lifting,*

general calisthenics, running, or agility-type exercises shall not be considered to be involved in an organized conditioning program.

5. 3.2.5 **Open Gym.** It is permissible for students to be involved in NSAA activities of a school's open gymnasium program during the "school year, out-of-season" period under the following conditions:

- a. The gym is open for all individuals and all activities.
- b. Schools may not designate sport specific times.
- c. Coaching or instruction is not provided.
- d. School employees who are present shall restrict their duties to supervision of the facility.
- e. Open gym shall be voluntary. No coach or school representative may directly or by implication direct a student to attend open gym as a condition for membership or restrict the level of team participation within the high school program.

6. 3.2.6 **CAMPS AND CLINICS DEFINITIONS**

Camp Definition: Camps include planned physical participation that is of a competitive nature where actual games are played or simulated by camp attendees. Participation shall mean physically taking part in the sport activity in which instruction is offered in the camp or school.

Clinic Definition: A clinic includes planned activities of instruction or demonstration directly related to the teaching of individual skills. There shall be no competition between athletes who are in attendance.

3.2.6.1 **"School-Year, Out-of-Season"**. Athletes and coaches may attend professional or commercial sports camps/clinics sponsored by non-member high schools. During the "school-year, out-of-season" period, the organized practice rule for the sport in which instruction is being given shall apply. No more than the limit permitted for organized practice may attend and receive instruction. Attendance to "school-year, out-of-season" clinics shall be voluntary. No coach or school representative may directly or by implication direct a student to attend a clinic as a condition for membership on the high school team or restrict the level of team participation within the high school program.

APPROVED RULINGS AND INTERPRETATIONS FOR 3.2.6 and 3.2.6.1

The purpose of specialized sports camps/clinics is to give individual athletes an opportunity to improve his/her skills in a particular activity. The athlete and/or his/her parents shall pay the fees and expenses for attendance to such camps or schools. The school, booster clubs, individuals and/or other organizations shall not provide expenses, or support for individuals participating in clinics. Team fundraisers may be used to finance summer league and camp/clinic activities. The AD/coach can hold money collected from fundraising in a school account until the money is needed to pay for summer league or camp/clinic activities. Any athlete receiving money for summer league, camps/clinics must participate in the fundraising activity. The school may provide transportation for individuals participating in camps/clinics with prior approval from the district's Board of Education.

3.2.7 **Summertime Participation.** "Summertime" shall be defined as the Tuesday following Memorial Day to July 31. During the "summertime" there shall be no restrictions on the amount of contact between students

and high school coaches. Attendance shall be voluntary, and coaches/school representative may not directly or by implication require a student to attend “summertime” activities as a condition for membership on a high school team or restrict the level of team participation within the high school program.

APPROVED RULINGS AND INTERPRETATIONS FOR 3.2.7

The school year out-of-season period begins on the date of the official start of fall practices. Summer activities are regulated between the Tuesday following Memorial Day and July 31. Between the end of the summer activities period and the start of the school year, out-of-season period (August 1 through the official start of fall practices), the following shall apply:

- (1) The organized practice rule shall be in effect;*
- (2) Conditioning programs may be held;*
- (3) Attendance at commercial camps and clinics is permissible, but the organized practice rules*

shall be in effect for such camps and clinics; and

(4) No school-sponsored clinics or camps may be held.

(5) Due to safety concerns, schools may permit the use of football helmets and softball and baseball protective equipment for summer leagues, camps, clinics, and other summer activities.

3.2.7.1 NSAA Catastrophic Insurance does not cover coaches/students/schools during the summertime period.

Q: Can a coach (head, assistant or volunteer) attend a school year out-of-season camp or clinic?

A: Only if the organized practice rule for that particular sport is followed. If the number of athletes from the team exceeds the organized practice limit, the coach cannot be in attendance. Organized Practice numbers are defined in Bylaw 3.2.3

Q: Can schools provide school vans for coaches to drive to a summer camp?

A: Yes, NSAA Bylaw 3.2.8(d) allows school transportation for individuals participating in team sports camps/clinics with prior approval from the district’s Board of Education. However, the NSAA Catastrophic insurance would not cover this transportation.

Q: Can a student voluntarily attend the summertime school-sponsored, 75-minute conditioning program, and then return to that school that evening to lift weights?

A: Yes, NSAA Approved Ruling 3.2.7.3 states that students may work-out on their own at the school facility and it shall not be considered to be involved in an organized conditioning program.

Q: Could a coach conduct voluntary practices during the summertime activity period?

A: Yes, NSAA Bylaw 3.2.7.5 allows a coach to have unlimited contact with students during the summer activities period. The organized practice rule is not in effect during the summer activities period.

Q: Can schools allow students participating in summertime activities to wear school-issued game uniforms?

A: No, NSAA Bylaws do not allow the use of school-issued game uniforms in summertime activities.

Q: Can a high school coach conduct a summertime commercial camp/clinic at their high school?

A: Yes, NSAA Bylaw 3.2.7.7 allows high school coaches to use school facilities in accordance with the district's Board of Education policy.

Q: As a reward, can a coach excuse a student from the first day of high school practice because of the student's participation in summertime activities?

A: No, NSAA Bylaw 3.2.7 states that attendance at summertime activities shall be voluntary.

Summertime School-Sponsored Camps/Clinics: A school may organize a camp or clinic in any sport from the Tuesday following Memorial Day through July 31. The camp shall be limited to no more than ten days starting with the first date of the camp/clinic.

a. Summertime school-sponsored camps/clinics include planned physical activities that are instructional and competitive in nature where actual games can be played or simulated by camp attendees.

2. Summertime school-sponsored camps/clinics shall be voluntary and open to all interested students from grades 9-12.
3. The use of school facilities and equipment is permitted in accordance with the district's Board of Education policy.
4. Football summertime school-sponsored camps/clinics must adhere to the following contact limitation progression:
 - (1) On day one and day two unlimited "air" and "bag" contact is allowed with the use of handheld dummies only. Contact with blocking sleds and other mechanical devices, as well as with other players is prohibited. The no-contact rule does not preclude incidental or inadvertent contact, or the touching of a ball carrier with the hand(s). The only pieces of general football equipment shall be footballs, shoes, helmets, kicking tees and hand-held blocking dummies.
 - (2) On day three through ten, contact with blocking sleds and other mechanical devices is permitted. Unlimited "air," "bag," and "control" contact is permitted. A maximum of 30 minutes per day and no more than two consecutive days of "thud" contact is permitted. In addition to general football equipment, shoulder pads are permitted, but full protective equipment may not be worn.
 - (3) If a football camp/clinic is not held over ten consecutive days, the camp/clinic must restart with day one of the progression.

Summertime Conditioning Program. A member school may organize and supervise a summer conditioning program to include weightlifting, running, and exercising. Conditioning sessions shall be no longer than 75 minutes in length per day or no more than 5 hours per week, and no student shall participate in more than one such session per day.

APPROVED RULINGS AND INTERPRETATIONS FOR 3.2.7.3

Conditioning sessions organized and run by members of the school's coaching staff are subject the 75-minute limitation. Students, for example, who work out on their own at the school facility in weightlifting, general calisthenics, running, or agility-type exercises shall not be considered to be involved in an organized conditioning program.

Summertime Open Gym/Facilities. It is permissible for students to be involved in NSAA activities of a school's open training program during the summertime. Permitting the participation by non-high school students (graduates, adults, or individuals not a member of the school) shall be determined by the district's Board of Education policy.

Summertime Regulations for Athletes and Coaches. From the Tuesday following Memorial Day or final day of school (whichever is later) until July 31, there shall be no restrictions on the contact between students and high school coaches.

APPROVED RULINGS AND INTERPRETATIONS FOR 3.2.7.5

1. *The organized practice rule shall be in effect during the school year until Memorial Day, except in the case of organized teams (e.g., Legion baseball, USA softball, etc.). If a high school coach or other adult associated with the school program is also the coach of an organized non-school team, practice and competition involving the coach and athletes of that non-school team may begin at the conclusion of the state tournament of that activity or during Week 46 of the standardized calendar, whichever date is later.*
2. *If a high school coach or other adult associated with the school baseball program is also the coach of an organized non-school Junior or Senior Legion baseball teams that will practice and compete after July 31st in preparation for a qualifying state, regional or national Legion baseball tournament, that school must seek a waiver for the school-year, out-of-season Bylaw 3.2.2 (Organized Practice) from the NSAA Executive Director to continue their practice and competition through the completion of these tournaments.*

Summertime Leagues/Competitions. High school coaches are permitted to coach students from their school in summer league competition and games, provided there is no direct support from the school.

1. All league fees and costs are to be paid by the athlete and/or his/her parents. The school, booster clubs, individuals and/or other organizations shall not provide expenses or support for individuals participating in such leagues.
2. Team fundraisers may be used to finance summer league and camp activities. The AD/coach can hold money collected from fundraising in a school account until the money is needed to pay for summer league or camp activities. Any athlete receiving money for summer league/camps must participate in the fundraising activity.
3. The use of school-issued game uniforms is prohibited.

Summertime Use of School Facilities. Member schools may permit the use of their facilities in accordance with the district's Board of Education board policy.

Summertime Use of School Equipment. Member schools may permit the use of school equipment, other than school-issued game uniforms in accordance with the district's Board of Education policy. **Summertime College/Professional/Commercial Team Sport Camps/Clinics.** High school coaches are permitted to accompany students from their school to college, professional, or commercial sports specialized team camps/clinics during the summer.

1. The purpose of a specialized sports camp/clinic/school is to give team members an opportunity to improve their skills in a particular activity.
2. The athlete and/or his/her parents shall pay the fees and expenses for attendance to such camps or schools. The school, booster clubs, individuals and/or other organizations shall not provide expenses or support for individuals participating in camps, schools, and non-school competition.
3. Team fundraisers may be used to finance team commercial camp/clinic activities. The AD/coach can hold money collected from fundraising in a school account until the money is needed to pay for camp activities. Any athlete receiving money for summer team camps/clinics must participate in the fundraising activity.
4. The school shall not provide school-issued uniforms but may provide transportation for individuals participating in such camps/clinics, or schools with prior approval from the district's Board of Education.

Summertime Individual Commercial Camps/Clinics. During the summer, students may attend any individual skill/technique camps or clinics.

1. The purpose of an individual camp/clinic/school is to give a student an opportunity to improve his/her skills in a particular activity.
2. The athlete and/or his/her parents shall pay the fees and expenses for attendance to such camps or schools. The school, booster clubs, individuals and/or other organizations shall not provide expenses or support for individuals participating in camps.

3. Team fundraisers may be used to finance individual commercial camp/clinic activities. The AD/coach can hold money collected from fundraising in a school account until the money is needed to pay for summer individual camp/clinic activities. Any athlete receiving money for camps/clinics must participate in the fundraising activity.
4. The school shall not provide school-issued uniforms.

3.3.11 Conduct and Sportsmanship. Member schools shall maintain proper crowd control and enforce the principles of good sportsmanship and ethics during all interscholastic contests. Failure to fulfill this obligation shall subject the school to penalties as provided in Article 2, Section 2.11, NSAA Bylaws Governing All Activities.

APPROVED RULINGS AND INTERPRETATIONS FOR 3.3.11

In the realm of good sportsmanship, it is the expectation that all student spectators wear shirts for all sub-district, district, and state events. Each individual school shall be responsible for assuring that student spectators are appropriately attired.

1. **3.3.11.1 Conduct of Coaches and Athletes.** Coaches and athletes shall conduct themselves in accordance with the playing rules of the sport contest and refrain from unsportsmanlike conduct during interscholastic competition. Failure to fulfill this obligation will subject the individual(s) to the penalties as provided in Article 2, Section 2.11, NSAA Bylaws Governing All Activities.
2. **3.3.11.2 Definition of Unsportsmanlike Conduct.** Unsportsmanlike conduct shall include the following: fighting, verbal abuse or dissent directed toward an official or opponent, racial or ethnic slurs, inappropriate comments or actions that may be construed as sexual harassment, profanity, obscene gestures, flagrant and violent fouls, taunting, trash talk, baiting, cheating, throwing or abusing equipment, inappropriate posters, physical intimidation or abuse of an official or opponent, and unauthorized leaving of a team bench area.

Sample Coaches Evaluation Document

Wakefield Public Schools
Athletic Coaches Evaluation

Name _____

School Year _____

Assignment/Position _____

Conference Date _____

1=Improvement Needed; 2=Achieves Expectation; 3=Exceeds Expectation

~~~~~  
EXPECTATION 1: THE COACH DEMONSTRATES EFFECTIVE COACHING PERFORMANCE. 1 2 3

**Comments:**

**DESCRIPTORS:** The coach:

1. Teaches Rules, appropriate skills, and motivates students for growth and competitive spirit.
2. Is consistently fair, understanding, and tolerant with students, and conveys a positive and cooperative attitude.
3. Maintains appropriate disciplinary actions for team members, assistant coaches and self.
4. Helps assistant coaches become better coaches.
5. Follows district guidelines.

~~~~~  
EXPECTATION 2: THE COACH IMPLEMENTS ORGANIZATION OF THE PROGRAM. 1 2 3

Comments:

DESCRIPTORS: The coach:

1. Follows budgetary guidelines for purchasing equipment and establishes procedures for the issuing, checking in, inventory, and care of equipment
2. Develops appropriate practice schedules and is cooperative in sharing facilities.
3. Ensures eligibility of athletes, provides team rosters when necessary, and enforces guidelines for awards and records.

~~~~~  
EXPECTATION 3: THE COACH PROMOTES APPROPRIATE STANDARDS FOR ATHLETES. 1 2 3

**Comments:**

**DESCRIPTORS:** The coach:

1. Follows school, district, state and national guidelines and policies, and due process.
  2. Provides appropriate supervision of facilities and transportation during team use, i.e. locker rooms, busses, etc.
- ~~~~~

EXPECTATION 4: THE COACH USES CURRENT THEORY AND SKILL DEVELOPMENT PRACTICES. 1 2 3

**Comments:**

**DESCRIPTORS:** The coach:

1. Has knowledge of fundamental skills as well as rules, regulations and trends of the sport.
2. Is aware of innovative coaching techniques and ideas, and participates in in-service activities and clinics to enhance knowledge.
3. Had knowledge of proper use of equipment and coaching techniques for the safety of the students.

---

EXPECTATION 5: THE COACH DEMONSTRATES EFFECTIVE INTERPERSONAL RELATIONSHIPS. 1 2 3

**Comments:**

**DESCRIPTORS:** The coach:

1. Maintains appropriate rapport and cooperates/provides information to media, parents, community, and school.
2. Provides oral/written guidelines, expectations, responsibilities to team personnel and coaching staff.
3. Keeps administration informed and provides necessary information in writing.

---

EXPECTATION 6: THE COACH SETS HIGH EXPECTATIONS FOR STUDENT ACHIEVEMENTS. 1 2 3

**Comments:**

**DESCRIPTORS:** The Coach:

1. Promotes and supports the participation of students in other school activities.
2. Promotes leadership and sportsmanship by example.
3. Displays enthusiasm and exhibits interest in coaching.
4. Displays appropriate conduct towards opponents and officials.

---

General statements for Summative Appraisal – including strengths, commendations, areas of improvement and recommended objective(s) for next year. Attach additional pages if needed.

**Appraiser Comments:**

---

**Appraisee Comments (Optional)**

**TEAM RECORD:**

PLANS FOR FUTURE IMPROVEMENT

---

**Date of conference**

**Appraisee's Signature**

Appraisee's signature indicates that the appraisal conference has been held, and that the appraisee has seen, but does not necessarily concur, with this report.

---

**Appraiser's Signature**

---

**Reviewed by: Principal/Superintendent      Date**

### **Practice Policy regarding School Snow Days**

SNOW DAY Policy: No school policy prohibits practice or competitions on days 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 snow removal can be done before cars are in the parking lot. Any practice when school is closed due to weather conditions is optional. If parents are uncomfortable with their child driving to school, that athlete must be excused from practice. Practice or Competitions will not be permitted if school is dismissed early in the day due to current or impending inclement weather. Morning practice will not be permitted on late start scheduled days.

### **Communicating with Team/Players**

Wakefield Community Schools prohibits players and coaches sharing cell phone numbers and communicating in that manner. Wakefield Community Schools requires all communication between players and coaches to take place with either the Team Snap App or the Remind App.

# **Wakefield Community School District Concussion Management Procedures**

## **I. Definition of Concussion**

## **II. Education—Parents, Student-athletes, and Coaches**

## **III. Neurocognitive Testing**

## **IV. Acute Injury Assessment**

## **V. Designation of a Concussion**

## **VI. Return to Play Guidelines Following a Concussion**

## **VII. Resources**

## **VIII. Appendices**

- A. Concussion Information Notification**
- B. Authorization for Exchange of Health Information Form**
- C. Possible Concussion Suspected Form**
- D. Post-Concussion Symptom Checklist**
- E. Concussion Management Return to Learn Protocol**
- F. Concussion Management Return to Play Protocol**
- G. Return to Competition (Parent Release) Form**

## **IX. Signature Page**

# Wakefield Community School District

## Concussion Management Procedures

### I. Definition of a concussion:

A concussion is a disturbance in brain function that occurs following either a blow to the head or as a result of the violent shaking of the head.

### II. Education:

#### A. Parents/Student-Athletes

Prior to the start of the athletic season, all student athletes and their parents will be given an information packet pertaining to concussions.

The information will include:

- ◆ Signs and symptoms of concussions.
- ◆ Risks posed by sustaining a concussion.
- A consent form, giving permission to the athletic trainer the ability to discuss the student athlete's concussion with the appropriate coach, guidance counselor, or teacher.
- ◆ Actions that should be taken in response to sustaining a concussion.
- ◆ A form indicating that the parents have read the information as well as reviewed with their son or daughter. The form must be signed and returned before the athlete can participate in athletic contests.

**All information and forms that are to be distributed are located in the Appendix**

#### **B. Coaches (staff or volunteer)**

Coaching education classes will be completed prior to the beginning of each sports season every school year.

Each coach will be required to complete the course.

### **III. Neurocognitive Test**

ImPACT concussion testing is a computer based, neurocognitive exam designed specifically for the management of sports related concussions. It is more sensitive to brain function than the pencil and paper tests.

All athletes that participate in football, volleyball, basketball, wrestling, golf, and track will take the ImPACT test and establish a baseline test prior to the start of their sports season. Once the student-athlete has been tested the test will be valid for all sports that the student athletes participate in the entire academic school year. Each athlete will be tested to establish a new baseline at two year intervals.

A new student athlete at the school will be baseline tested prior to the start of the sport that they will be joining if it falls into one of those designated for testing.

All of the remaining athletes who are participating in the different sports offered by Wakefield High School will be ImPACT tested if a concussion is suspected. The value of the ImPACT test will be compared to the national average on the database.

After the designation of a concussion the student-athletes may be tested as close as reasonably possible after the initial injury. If levels are not at baseline or within normative data range they will be tested again when they have been asymptomatic for 24 hours.

A final test will be given at stage 5 of the return to play criteria following practice to make sure that scores and symptoms are at normal levels for the student-athlete.

## IV. Acute Injury Assessment

### (On field or training room management)

- ◆ Sideline or training room evaluation will be done by the appropriate health care professional (certified athletic trainer, a medical doctor or neurologist) if available.
- ◆ **If a concussion is suspected by a coach or athletic trainer, the student-athlete will be removed from the practice or game.** An individual does not have to display all of the signs or symptoms to be assessed as a concussion. They will not be allowed to return to practice or athletic event until evaluated by a health care professional.
- ◆ **Any athletes that reports having a headache as a direct result of the activity they are participating in (mechanism of injury is involved) will be removed from the said activity for the remainder of that day and will not return to participation for a period of 24 hours whether assessed as a concussion or not.**
- ◆ If the athletic trainer is not available to evaluate a student athlete exhibiting signs of a concussion during a practice or event, than the coach will be responsible to give the parent a concussion information sheet and refer that person to an appropriate health care professional (athletic trainer, medical doctor, or neurosurgeon) at earliest convenience.
- ◆ Possible signs and symptoms that result from a concussion are listed Below:

#### Signs (observed by examiner)

- Appears to dazed or stunned
- Confusion
- Moves Clumsily
- Loss of consciousness
- Behavior/personality changes
- Forget events prior to injury (Retrograde amnesia)
- Forget events after injury (Anterograde amnesia)

#### Symptoms (reported by athlete)

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light
- Tinnitus (ringing in ears)
- Feeling “foggy”
- Concentration or memory issues
- Change in sleep pattern
- Feeling fatigued

## V. Designation of a Concussion

- ◆ Upon identification of a concussion the student athlete will be placed in the concussion management protocol as set up by the Wakefield Community School District.
- ◆ An athlete with a concussion will be referred to a physician on the day of injury if he or she lost consciousness or experienced amnesia lasting longer than 15 minutes.
- ◆ All concussions with symptoms lasting longer than seven days will be referred to the family's choice of a primary care physician or a neurosurgeon at their earliest convenience.
- ◆ Past history of one or more uncomplicated concussions will be referred to medical doctor.
- ◆ IMPACT testing will be conducted as close as possible to after the injury event.
- ◆ A post concussion information sheet will be given to the student-athlete and or parent, which provides information regarding concussions and how they should be treated.
- ◆ Notification by the athletic trainer or coach to the parent/guardian informing them of the date and time of the student athlete's injury.
- ◆ If a concussion is identified by a health care professional at an away athletic contest, the head coach for that activity will assume responsibility of notifying the Wakefield High School athletic trainer and the parents of the student athlete of the injury. The injured athlete must be evaluated by a health care professional (athletic trainer, medical doctor, or neurologist) to determine appropriate care.
- ◆ Athletes with a concussion will report to the ATC for continued monitoring as need specified by the ATC.
- ◆ A concussion management return to play protocol will be filled out and for each student-athlete (Appendix F).
- ◆ Email will be sent to the guidance counselor of the student athlete so that they may inform the teachers of that student-athlete's injury.
- ◆ Written permission form must be signed by both parents/guardian and health care professional and returned to the athletic trainer before clearing the athletes to begin the concussion management return to play protocol.

## VI. Return to Play Guidelines following designation of a concussion

- Once the student athlete has been seen by the health care professional they will be placed under the school's concussion management policy.
- Gradual return to participation will be based on the student athlete being completely asymptomatic before, during and after each designated stage. Student-athlete's cannot progress to the next stage without being asymptomatic. The student-athletes will also have the ImPACT tests back to baseline levels or if not previously tested be at the national normative data range. Testing occurs when symptoms are gone for at least 24hrs. If student fails to reach baseline after ImPact Test, he/she must sit for another 4 days to rest.

### **Stage 1 Complete physical and cognitive rest**

- ♦ Cognitive rest includes mathematical/analytical problems solving, focused/prolonged reading/testing, playing video games, or watching TV.
- ♦ No physical education or strength classes.

### **Stage 2 Light, Aerobic Activity-less than 70% max heart rate (10-20 minutes)**

- ♦ Begins when the athlete has been symptom free for 24 hours.
- ♦ ImPACT tests have returned to baseline levels.
- ♦ Light activity/exertion-Walking, stationary bike, or elliptical for 20', no resistance exercises.

### **Stage 3 Sport Specific Conditioning Drills**

- ♦ Moderate activity/exertion.
- ♦ Sport specific drills-**No head impact activities**. Consist of light to moderate running, moderate intensity weight training, agility drills, shooting, throwing, catching, kicking, ball control, passing drills, half court drills, shadow matt drills

### **Stage 4 Non-Contact Practice**

- ♦ Non-contact training drills at full speed – **No head impact activities**  
Medical clearance needed (Athlete must schedule appt. with a physician.)

### **Stage 5 Full Contact Practice**

- ♦ Regular full practice without restrictions.
- ♦ Post-practice ImPACT test remains at baseline levels.
- ♦ Need to have at least two full practices before allowed to participate in competition.

### **Stage 6 Return to Full Competition**

- ♦ Normal game activity-cleared to return to athletic events without limitations

## **VIII. Appendices**

**A. Concussion Information Notification**

**B. Authorization for Exchange of Health Information Form**

**C. Possible Concussion Suspected Form**

**D. Post-Concussion Symptom Checklist**

**E. Concussion Management Return to Learn Protocol**

**F. Concussion Management Return to Play Protocol**

**G. Return to Competition (Parent Release) Form**

## Wakefield High School Information Notification

**This form must be signed by all student athletes and parent/guardians before the student participates in any athletic or spirit practice or contest each school year.**

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

### Signs (observed by examiner)

- Appears to dazed or stunned
- Confusion
- Moves Clumsily
- Loss of consciousness
- Behavior/personality changes
- Forget events prior to injury  
(Retrograde amnesia)
- Forget events after injury  
(Anterograde amnesia)

### Symptoms (reported by athlete)

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light
- Tinnitus (ringing in ears)
- Feeling “foggy”
- Concentration or memory issues
- Change in sleep pattern
- Feeling fatigued

Adapted from the CDC and the 3<sup>rd</sup> International Conference in Sport

### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one (second impact syndrome). This can lead to prolonged recovery, or even to severe brain swelling with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete’s safety.

### **If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance from a health care professional (athletic trainer, primary care physician, neurosurgeon) Close observation of the athlete should continue for several hours. You should also inform your child's coach if you think that your child may have a concussion Remember it is better to miss one game than miss the whole season. **When in doubt, the athlete sits out!**

### **Return to Practice and Competition**

School High School Concussion Management Policy provides that if an athlete suffers, or is suspected of having suffered, a concussion or head injury during a competition or practice, the athlete must be immediately removed from the competition or practice and cannot return to practice or competition until a health care professional (athletic trainer, primary care physician, or neurologist) has evaluated the athlete and provided a written authorization to return to practice and competition. School High School recommends that an athlete not return to practice or competition the same day the athlete suffers or is suspected of suffering a concussion. School High School also recommends that an athlete's return to practice and competition should follow a graduated protocol under the supervision of the school's athletic trainers (Return to Activity Protocol)

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/concussion/HeadsUp/youth.html>

For education from the Nebraska Concussion Network you can go to:

<http://Neb.SportsConcussion.org>

For concussion information and educational resources collected by the Wakefield High School, go to the Wakefield Schools Website, under "activities, athletics, concussion policy." The school web site is: [www.wakefieldschools.org](http://www.wakefieldschools.org)

**INFORMATION NOTIFICATION SIGNATURE FORM**

\*Signs and Symptoms

\*What can happen if my child keeps on playing with a concussion or returns too soon?

\*If you think your child has suffered a concussion

\*Return to Practice and Competition

\*Online Resources

Signatures below signify receipt of concussion information.

|                                   |                                             |               |
|-----------------------------------|---------------------------------------------|---------------|
| _____<br>Student-Athlete          | _____<br>Student-Athlete Signature          | _____<br>Date |
| _____<br>Parent or Legal Guardian | _____<br>Parent or Legal Guardian Signature | _____<br>Date |

## AUTHORIZATION FOR EXCHANGE OF HEALTH INFORMATION

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

Birthdate: \_\_\_\_\_

I hereby authorize Ross Hansen, PA-C (Athletic Trainer) and Wakefield High School access to health information/records for educational evaluation and planning, or medical evaluation and treatment.

This authorization is valid for **one calendar year**. I understand that I may revoke this authorization at any time by submitting written notice of the withdrawal of my consent. I recognize that health records, once received by the school district, may not be protected by the HIPAA Privacy Rule, but will become education records protected by the Family Educational Rights and Privacy Act. I also understand that if I refuse to sign, such refusal will not interfere with my child's ability to obtain health care.

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

\_\_\_\_\_  
Date

## Possible Concussion Suspected

\*This student displayed symptoms of a possible concussion. Student was removed from

play Student's Name: \_\_\_\_\_

Date/Time of Suspected Concussion: \_\_\_\_\_

Activity during Suspected Concussion: \_\_\_\_\_

Signs and Symptoms Present: \_\_\_\_\_

Actions taken to treat: \_\_\_\_\_

Documentation of Parental Notification:

Date/Time of notification: \_\_\_\_\_

Staff member: \_\_\_\_\_

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

Information about concussion symptoms and management can be found at:  
<http://www.cdc.gov/concussion>

This student displayed symptom(s) of a possible concussion and must be assessed by a licensed health care professional in accordance with the Nebraska Concussion Awareness Act.

A student-athlete may be allowed to return to play when:

- He/She has been evaluated by a licensed health care professional
- He/She has received written clearance from the licensed health care professional
- AND he/she has written permission to resume participation from the student's parent/guardian

\*The student must pass Return To Learn Protocol (no academic accommodations needed) prior to beginning the Return To Play Protocol.

If you have any questions, please contact Wakefield Community School.

Appendix D

## Post-Concussion Symptom Checklist

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

Please indicate how much each symptom has bothered you over the past 2 days.

| Symptoms                       |                          | None | Mild |   | Moderate |   | Severe |   |
|--------------------------------|--------------------------|------|------|---|----------|---|--------|---|
| <b>PHYSICAL</b>                | Headache                 | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
|                                | Nausea                   | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
|                                | Vomiting                 | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
|                                | Balance Problem          | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
|                                | Dizziness                | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
|                                | Blurry or double vision  | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
|                                | Sensitivity to Light     | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
|                                | Sensitivity to Noise     | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
|                                | Balance Problems         | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
| Pain other than headache       | 0                        | 1    | 2    | 3 | 4        | 5 | 6      |   |
| <b>THINKING/<br/>COGNITIVE</b> | Feeling "in a fog"       | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
|                                | Feeling Slowed Down      | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
|                                | Difficulty concentrating | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
|                                | Difficulty Remembering   | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
| <b>SLEEP<br/>ISSUES</b>        | Trouble Falling Asleep   | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
|                                | Fatigue or low energy    | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
|                                | Drowsiness               | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
| <b>EMOTIONAL</b>               | Feeling more Emotional   | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
|                                | Irritability             | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
|                                | Sadness                  | 0    | 1    | 2 | 3        | 4 | 5      | 6 |
|                                | Nervousness              | 0    | 1    | 2 | 3        | 4 | 5      | 6 |

Do symptoms worsen with physical activity? Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable \_\_\_\_\_

Do symptoms worsen with thinking/cognitive activity? Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable \_\_\_\_\_

Activity Level: Over the past two days, compared to what I would typically do, my level of activity has been \_\_\_\_\_% of what it would normally be.

Adapted from Oregon Concussion Awareness and Management Program (OCAMP)  
[http://media.cbirt.org/uploads/files/sports\\_concussion\\_management\\_guide.pdf](http://media.cbirt.org/uploads/files/sports_concussion_management_guide.pdf)

**Wakefield Community School  
Concussion Management Team (CMT)  
Return To Learn Protocol**

The CMT Team consists of: the athletic trainer, school nurse, athletic director, principal, coaches and any others that may be needed to successfully manage a student's concussion. The return to learn protocols are in place until the student is symptom free. The time frame varies from situation to situation.

1. Parent signs Release of Information form allowing the school to be notified of concussion by the health care provider and for information sharing.
2. Suspected concussion occurs.
  - If at school sporting event or other school activity, family is notified of possible concussion.
3. Encourage parent to obtain medical confirmation of concussion from a licensed health care provider.
4. CMT contact person notified of concussion by parent, coach, athletic trainer or health care provider.
5. CMT Contact person informs appropriate school personnel (teachers, school nurse, athletic trainer, coaches, etc.) of concussed student and specifies general accommodations from health care provider, if available.
6. CMT implements a gradual Return to Learn Protocol based on the individual needs of the student. (Refer to Return to Academics Progression form.)
7. CMT documents physical, cognitive, behavioral, and emotional symptoms of concussed student and assesses the student's needs based on symptoms. (Refer to Post Concussion symptom Checklist).
8. CMT designs individual academic adjustment/accommodation plan with appropriate school staff and works with SAT process to coordinate academic adjustments/accommodations during recovery (about 2-3 weeks) and reviews with student and family.
9. CMT –Teachers monitor the effectiveness of adjustments, accommodations and symptoms of concussion and report progress/recovery data and results regularly to CMT contact person.
  - Data on progress/recovery shared with family and student.
  - Family tracks and regularly reports progress on physical, cognitive sleep and emotional symptoms to CMT.
10. CMT makes adjustments and readjustments to individual plan until student no longer has special needs in the classroom resulting from the concussion.
  - Student progress and updates are communicated to appropriate school staff, family and student.
11. CMT and family agree student is symptom free and function is “back to baseline” in the classroom.
12. Student returns to classroom full-time with no adjustments or accommodations!
13. Parents/guardians deliver medical clearance from the healthcare provider to the CMT and parent provides written permission for the Return to Play Progression to begin.

14. Student begins Return to Play Progression after a successful Return to Learn.
15. CMT ensures that the concussion date and adjustments for Return to Learn are documented in the student's file.
  - If symptoms last more than 2-3 week, follow up assessment and academic adjustments may need to be strengthened or remain in place longer.
  - Student may need to visit physician for further evaluation.
  - If problems persist, student supports may be provided through an MTSS/Rtl Plan, a Health Plan or a 504 Plan. A small percentage of students may require a referral for special education.
  - CMT offers resources on concussion to educators and parents throughout the Return to Learn progression.

## RETURN TO ACADEMICS PROGRESSION

Progression is **individual**. All concussions are different. Students may start at any of these steps, depending on symptoms, and may remain at a step longer if needed. If symptoms worsen, the CMT should reassess. If symptoms quickly improve, a student may also skip a step or two. Be flexible!

| Steps | Progression                               | Description                                                                                                                                                              |
|-------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | <b>HOME – Cognitive and physical rest</b> | <ul style="list-style-type: none"> <li>➤ Stay at home</li> <li>➤ No driving</li> <li>➤ Limited mental exertion – computer, texting, video games, homework</li> </ul>     |
| 2     | <b>HOME – Light Mental Activity</b>       | <ul style="list-style-type: none"> <li>➤ Stay at home</li> <li>➤ No driving</li> <li>➤ Up to 30 minutes mental exertion</li> <li>➤ No prolonged concentration</li> </ul> |

**Progress to Step 3 when student handles up to 30 minutes of sustained mental exertion without worsening of symptoms.**

|   |                                                                                                           |                                                                                                                                                                                                                                                                                                                         |
|---|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | <b>SCHOOL – Part Time</b><br><br>Maximum adjustments<br><br>Shortened day/schedule<br><br>Built-in breaks | <ul style="list-style-type: none"> <li>➤ Provide quiet place for scheduled mental rest</li> <li>➤ Lunch in quiet environment</li> <li>➤ No significant classroom or standardized testing</li> <li>➤ Modify rather than postpone academics</li> <li>➤ Provide extra time, help, and adjustment of assignments</li> </ul> |
|---|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Progress to Step 4 when student handles 30-40 minutes of sustained mental exertion without worsening of symptoms.**

|   |                                                                                    |                                                                                                                                                                                                     |
|---|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | <b>SCHOOL – Part Time</b><br><br>Maximum adjustments<br><br>Shortened day/schedule | <ul style="list-style-type: none"> <li>➤ No standardized testing</li> <li>➤ Modified classroom testing</li> <li>➤ Moderate decrease of extra time, help, and modification of assignments</li> </ul> |
|---|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Progress to Step 5 when student handles 60 minutes of mental exertion without worsening of symptoms.**

|   |                                                      |                                                                                                                                                                                                                                                             |
|---|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | <b>SCHOOL – Part Time</b><br><br>Minimal adjustments | <ul style="list-style-type: none"> <li>➤ No standardized testing; routine tests are OK</li> <li>➤ Continued decrease of extra time, help, and adjustment of assignments</li> <li>➤ May require more support in academically challenging subjects</li> </ul> |
|---|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Progress to Step 6 when student handles all class periods in succession without worsening of symptoms AND receives medical clearance for full return to academics and athletics.**

|   |                                                                       |                                                                                                              |
|---|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 6 | <b>SCHOOL – Full Time</b><br><br>Full academics<br><br>No adjustments | <ul style="list-style-type: none"> <li>➤ Attends all classes</li> <li>➤ Full homework and testing</li> </ul> |
|---|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|

**When symptoms continue beyond 3-4 weeks, prolonged in-school supports are required. Request a 504 meeting to plan and coordinate student supports.**

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**WAKEFIELD COMMUNITY SCHOOL  
CONCUSSION MANAGEMENT  
RETURN TO PLAY PROTOCOL**

Athlete: \_\_\_\_\_ Grade: \_\_\_\_\_ Coach: \_\_\_\_\_  
Sport: \_\_\_\_\_  
Date of Concussion Injury: \_\_\_\_\_  
Date of doctor's note with concussion diagnosis: \_\_\_\_\_  
Brief description of how injury occurred:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Stage 1--Rest**

No activity—complete physical and cognitive rest Dates: \_\_\_\_\_

**\*Return to Learn Protocol must be completed BEFORE Stage 2**

**\*ImPACT test given** Date: \_\_\_\_\_

**\*Assessment from Athletic Trainer or School Nurse**

**Trainer or Nurse Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Stage 2--Light Aerobic Activity (Heart rate less than 70%)**

Light aerobic exercise-Stationary –Less than 20 minutes (walking, stationary bike)

**Date started:** \_\_\_\_\_ **Activity:** \_\_\_\_\_

**Stage 3--Sport Specific Exercises**

Moderate activity/exertion-Non contact sport specific drills (no head impact injuries) 45 minutes or greater

**Date started:** \_\_\_\_\_ **Activity:** \_\_\_\_\_

**Stage 4--Non-Contact Practice**

Full practice with NO live, full speed, full-court activities

**Date started:** \_\_\_\_\_ **Activity:** \_\_\_\_\_

**\*CLEARANCE FROM DOCTOR (MUST receive clearance after Stage 4 and before Stage 5)**

**Date of Doctor's clearance note:** \_\_\_\_\_

**Stage 5--TWO Full Contact Practices**

**Date started:** \_\_\_\_\_ **Activity:** \_\_\_\_\_

**\*Post Full Contact Practice ImPACT test**

**Date of ImPACT test:** \_\_\_\_\_

**Stage 6--Resume normal game competition**

**\*Return to Competition form signed**

**Comments** \_\_\_\_\_  
\_\_\_\_\_

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Athletic Trainer \_\_\_\_\_

Date \_\_\_\_\_

## Appendix G

### RETURN TO COMPETITION FORM

This form is to be used after an athlete is removed from and not returned to competition following the identification of a concussion by a health care professional. The athlete should not be returned to play until written authorization is obtained from an appropriate health care professional and the parent/guardians. Appropriate health care professional shall be an athletic trainer, medical doctor or neurosurgeon.

Athlete: \_\_\_\_\_ School: \_\_\_\_\_  
\_\_\_\_\_

Grade: \_\_\_\_\_ Sport: \_\_\_\_\_

Date of Injury: \_\_\_\_\_

#### Guidelines for Returning to an Activity after Concussion

Note: Each step should be completed with no concussion symptoms before proceeding to the next step.

1. No activity, complete physical and cognitive rest with no symptoms for 24 hours following injury event.
2. Light aerobic activity (10-20 minutes @ <70 max heart rate: walking, swimming, or stationary cycling
3. Sport specific exercises, Conditioning Drills
4. Non-Contact practice
5. 2 Full Contact Practices
6. Return to game play

I have examined and progressed the named student-athlete following his/her identification of a concussion and they have completed the return to activity as mandated by the concussion management policy of Wakefield Community School District. In order for the student-athlete to complete stage six and return to full athletic competition the parent must grant permission for the student-athlete to do so.

\_\_\_\_\_ **Permission is granted** for the athlete to return to competition

\_\_\_\_\_ **Permission is not granted** for the athlete to return to competition

COMMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Health Care Professional

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

## **Signature Page**

The above policy has been reviewed and agreed upon by the following persons. It will be effective November 14, 2016 and reviewed annually by the athletic trainer and activities director to keep up to date with current research on concussions and their evaluation and treatment.

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**School Board President**

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**Date**

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**Superintendent**

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**Date**

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**Activities Director**

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**Date**

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**Athletic Trainer**

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**Date**

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**School Nurse**

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**Date**

## **Injury Report/Treatment**

- 1. Serious injuries must be reported first to parents and 911 if necessary. Emergency Action Plans are posted on the wall in each gym.**
- 2. Injury report must be submitted to the Athletic Director and School Nurse the following day.**
- 3. Athletes should be directed to the trainer for injuries such as sprains to an ankle or other minor injuries that are nagging. The trainer is present in the building normally on Tuesdays at 8a.m. Athletes should sign up on the clipboard attached to the bulletin board on the wall by the high school office.**
- 4. Coaches should provide ice for such minor injuries and maintain contact with the athlete throughout the rest of practice.**
- 5. Any major injuries that may occur, at the least an assistant coach should remain with the injured athlete until parents and/or paramedics arrive on scene.**
- 6. Doctor's notes are required for an athlete returning to competition and given to both the Athletic Director and School Nurse.**

## Power Back Diet

### Protein

Protein is used for growth and repair of all the cells in your body. It also determines how much muscle mass you can maintain. Often, over the course of a long season, a wrestler may get thinner and thinner. If protein is not restored you lose mass, you lose structural power and strength, you thin out and become weaker.

### Good sources of protein:

- Meat
- Fish
- Poultry
- Beans
- Nuts. (High in fat and should only be eaten in small quantities)

10-30% of an athletes calories should come from protein.

1<sup>st</sup> Choice Proteins: Whey protein, fish, protein powders, eggs/egg whites, low-fat dairy products such as yogurt, chocolate milk, cheese, and cottage cheese

2<sup>nd</sup> Choice Proteins: Turkey, Chicken, Duck

3<sup>rd</sup> Choice Proteins: Lean Beef, Lean Pork, and Lamb

### Vitamins and Minerals

Iron: Iron is crucial because it is responsible for the oxygen dynamics in human muscle. Take one iron pill with vitamin C or orange juice, (Sunday night) once per week prior to bed. Never take iron with calcium or dairy products. (Prevents iron from binding to blood cells.).

Remember: More is not better with iron.

Zinc: Zinc is critical in sweat loss sports. Low zinc levels have the same symptoms as Chronic Fatigue Syndrome. Take when training in very hot or humid conditions when fluid loss is increased.

B Vitamins: B vitamins are extremely important for endurance athletes as they help: the body release energy from protein, fats, and carbohydrates; build body tissue; and increased metabolism. B1, B2, B3, B5, B6, and B12 can commonly be found in:

- Meats (Chicken, Turkey, and Fish)
- Whole grains

- Leafy green vegetables
- Bananas
- Dairy products

\*Athletes that lack B vitamins have reduced high-intensity exercise performance and are less able to repair damaged muscles or build muscle mass than their peers who eat a diet rich with B vitamins.

### **Vitamin C**

Vitamin C is important for connective tissue repair. Although beneficial for athletes participating in a variety of sports, Vitamin C is especially important to athletes whose training causes the most connective tissue damage. As an antioxidant, it may help reverse some oxidative damage that can result from exercise. This damage, caused by free radicals, may interfere with the cells' ability to function normally and is believed to play a role in many different health conditions, including the aging process, cancer, and heart disease.

Vitamin C promotes a healthy immune system. There is a 12-hour window after training when you are susceptible to sickness/illness.

#### **Sources high in Vitamin C:**

- Citrus fruits
- Green vegetables
- Berries

### **Vitamin D**

Vitamin D can help to maintain bone strength while maintaining the nervous system and heart health.

#### **Sources of good Vitamin D:**

- Eggs
- Fish
- Butter
- Natural sunlight

### **Vitamin E**

Vitamin E is an important vitamin for endurance athletes. It can help prevent the depletion of omega-3 fatty acids and the destruction of good body tissue resulting from training.

#### **Sources of good Vitamin E:**

- Nuts
- Leafy vegetables

-Vegetable oil

### **Eating before training or competition**

Meals are best eaten three to four hours before competition. As soon as you finish a match, round, game or heat, you should take in some glucose (from watered-down Gatorade or Powerade). Consume at least 10 ounces and some simple carbs (fig bar, power bar, fruit, raisins, bananas) as soon as possible, within minutes.

### **Before exercising**

- Have a carbohydrate-rich meal or snack 2-4 hours before exercise
- Include a small amount of fast protein 4-6 ounces (whey) but not too much

3-4 hours before exercise, you can consume the following:

- Peanut Butter & Jelly and glucose sports drink
- Baked potato with cheese filling and Fruit Juice
- Honey on toast
- Breakfast cereal with milk
- Bread with banana
- Fruit salad with fruit-flavored yogurt
- Pasta or rice with low-fat sauce
- Yogurt with granola
- Non-acidic fruit (peaches, pears)
- Milk shake or fruit smoothie
- Sports bar (check label for carbohydrate and protein content)
- Cereal/Fig bars

### **Challenges with Hydration**

- Start your exercise well hydrated
- Drink plenty of fluids from the time you wake up and keep drinking water all day.
- Sip, don't gulp!
- Steady drinking throughout the day/night will have you better prepared than drinking large amounts of fluid irregularly.
- Include carbohydrate-rich beverages such as sports drinks to continually top up carbohydrate stores and maintain fluid balance.
- “Still” beverages (e.g. sports drinks, water) may be better tolerated than carbonated drinks, especially if you are required to compete at short notice.
- Always have drink bottles handy for regular fluid consumption.
- Keep fluids cool with ice. **(alternatively, freeze drinks the night before allowing them to defrost slowly over the day of competition).**

## **Avoid Dehydration as a Weight Control Measure**

Dehydration reduces every physiological capacity for performance. Weight loss in wrestlers usually occurs in a short period and consists of primarily of water loss.

Unfortunately, when you rehydrate after weigh-in, your body absorbs water at a relatively slow rate: only about two pints per hour. It takes up to 48 hours for the water balance in your tissues to be restored.

The ill effects of dehydration include:

- Decrease in muscular strength and endurance
- Decrease in blood flow to muscle tissues
- Impaired ability to properly regulate your body temperature

Athletes should avoid the following weight loss schemes:

- Taking diuretic drugs (water pills), which can negatively affect your heart and kidney function
- Sitting in a steam room or sauna
- Exercising in a plastic suit

### ***Post weigh-in feeding considerations:***

- 4-6 ounces of whey protein
- 4-6 ounces of glucose sports drink
- Carbohydrate meal (solid or liquid)
- Peaches
- Non-acidic juice
- Banana
- Toast with butter and jelly/hone

### **Immediate Timing of Nutritional Recovery**

- As soon as you finish training or competing, you need to refuel your energy depleted muscles.
- Without refueled muscles, optimal performance is compromised.
- There is a very important timing and nutritional window for recovery to take place.
- Recovery nutrition is a huge factor in determining whether training effect has occurred.

### ***Athletes who failed to take in any nutrients immediately after training:***

- Risk the majority of training effect in their muscles
- Experienced significant increases in intramuscular damage.

The group that took in nutrients had huge gains in muscle strength, muscle fiber size, actual muscle size (hypertrophy), and minimized muscle damage by as much as 83%.

**Waiting to take in nutrients after training will compromise training effect!**

## **Why Sleep?**

No one knows completely why we sleep, but without sleep, we cannot think as clearly or process information. In addition, we lose coordination and function of our muscle movement patterns. Sleep:

- Gives the body and brain time to recover
- Enables us to sort out daily events/information
- Helps build and rebuild muscle
- Allows organs to rest and recover
- Downloads critical movement patterns to the brain circuitry and catalogs them in movement and pre-movement sectors of the brain.

## **Without Sleep**

The Effects of Improper Sleep Habits over Time

Most athletes, parents, and coaches agree that a good night of sleep prior to competition is very important. What most people don't realize is that the body can actually store sleep deficits or reserves. This means that even if an athlete sleeps eight hours the night before a competition, but slept poorly the few nights before, he or she will not be rested. Performance will suffer due to the built-up sleep debt.

## **Sleep is When Muscle Growth Occurs**

Most athletes think that you build muscle when you train, lift, sprint, or jump. Your physical training or workout of the day is only a small part of a much larger growth process. Once your workout is over, your body begins to react to the stimulus of your workout and also to the damage you induced. This is the biological work now left up to your body systems.

## **Sleep is Training Too!**

Much of this intra-muscular chemistry and synthesis takes place at night when you are sleeping. It is also well known that during early sleep (90-120 minutes after falling asleep), there is a huge release of human growth hormone (HGH). This is one of the most critical factors in growth. You also need protein available in your system during this time frame. Casein protein- a protein isolate in milk- is a very good choice for this critical nutrient intake. It goes into your system very slowly all night and makes protein uptake available for repair and new mass. If you don't get sound sleep early you miss the release of HGH or greatly diminish it.

## **Drugs, Alcohol, and Sleep**

Alcohol and marijuana have negative effects on sleep and sleep quality. These depressants suppress the release of melatonin, HGH, testosterone, and other body systems hormones. Individuals who use these substances may experience relaxing effects initially, but their sleep is disturbed and they lose required REM sleep. Alcohol actually inhibits REM sleep as long as it is present in the bloodstream, while marijuana slows brain waves to sub-REM levels and impairs critical brain functions related to repair and recovery in the central nervous system.

- Marijuana decreases total REM sleep density

- Using marijuana prior to sleep shorten sleep latency or decreases the time it takes to transition from full wakefulness to sleep.
- As it is fat soluble, it takes longer than a day for the active ingredient, THC, to leave your system. Disturbances in sleep patterns can remain for up to five days after use and normal sleep patterns may not return for one week or longer.
- Marijuana increases stage 4, or slow-wave sleep, in the first part of sleep. This is not restorative sleep.
- Restorative sleep: Because of the increase in slow-wave sleep and decrease in REM sleep, some marijuana users complain of memory impairment, not feeling rested, and not having dreams.

### **Sleep & Pre-sleep Nutrition to Minimize Sleep Debt & Disorders**

Practice Day: 10hrs sleep/40g of casein before sleep

Pre-Game Day: 10hrs sleep/20g of casein and cherries or banana before sleep

Game Day: 9.5hrs sleep/Whey protein after game & casein before sleep

Recover Day: 9.5hrs sleep/casein and cherries, almonds or walnuts before sleep

Practice Day: 9hrs sleep/casein and milk before sleep

### **Stimulants and Disturbance to Sleep**

Decades of research on caffeine indicates that if used properly, caffeine is effective for improving mental and physical performance. The equivalent of two standard cups of coffee or 100-200mg. of caffeine is the optimal level. However, because caffeine impairs sleep, individuals should stop all caffeine consumption at least six hours prior to scheduled sleep. Otherwise, sleep quality could be impaired without the person even being aware of it.

For athletes to make informed decisions about energy drink use, it is critical to raise awareness about the adverse effects consuming these drinks has on sleep and athletic performance.

The popularity of energy drinks has risen dramatically over the past decade, and their use has particularly increased in teenage and young adult athletes. Although energy drinks are frequently promoted to increase energy levels, more recently they have been marketed as sports beverages that can enhance performance. In a Navy SEAL study, 100-200mg of caffeine (the equivalent of two standard cups of coffee) was shown to increase performance function.

The popularity and promotion of these drinks has become common. Unfortunately, many young athletes quickly escalate their use of these drinks, thinking more is better. The use of stimulants also can have drawbacks. Overstimulation of the central nervous system can put an athlete in an over-aroused state, which can lead to declined performance. High level use of these drinks has been linked to serious side effects, including deaths, strokes, and seizures.

## Technology and Sleep

A likely cause of sleep loss emerged in a recent study that determined today's teens use electronic devices an average of seven hours and 45 minutes per day. Connecting the dots between sleep loss, sleep debt, and diminished performance is important for coaches, parents of athletes, and athletes. Lifestyle changes may need to be considered.

Blue light- the light used in virtually every cell phone, laptop, and TV screen is detrimental to sleep. Exposure to this light severely decreases the body's output of melatonin, the hormone that naturally makes people feel drowsy. Exposure to blue light causes a disturbance of the central nervous system, which will put off melatonin production for 90 minutes and make falling asleep much more difficult.

People who watch TV or use backlit devices within 90 minutes of falling asleep, or fall asleep with the TV on, set themselves up for sleep disturbances that result in issues related to decreased mental and physical performance capacities. Many of those people will adjust to functioning on less quality sleep, but over time will become tired and callused.

### Teens and Technology Tips:

- No LCD, blue light, or backlit devices within 90 minutes prior to sleep
- Sleep in a dark room without Netflix or cell phones lighting up the room
- Create a "digital sunset," and turn it all off. Set a time and turn off technology!
- Use glasses to filter out blue light if up late using devices
- Use blue light blocking apps on phones and computers/laptops

### "Student" Athlete

Too little sleep impairs information acquisition- that is the ability to process information input. In addition, lack of sleep impairs information retrieval, or the ability to access learned information.

***Avoid Pulling All-Nighters: After two weeks of sleeping fewer than six hours per night, students perform as poorly as someone who hasn't slept in 48 hours. This is why students who stay up all night studying actually have lower GPAs on average than those who get adequate rest.***

When it comes to learning, too little sleep leads to higher levels of distractibility, lack of focus, inattentiveness, and lower levels of motivation. In the same way that reaction time as an athlete decreases with lack of sleep, the ability to quickly process information on an exam decreases when mentally fatigued from lack of sleep.

Sleeping strengthens the neural connections that form our memories. The hippocampus is the part of the brain where memory is stored; during sleep, the hippocampus is restored, leading to better memory and recall.

In addition, for the average person, reaction to a visual stimulus is .186 seconds. When fatigued, this reaction time increases to .246 seconds. In an academic setting, as well as athletic setting, this can be extremely detrimental to performance.

**Adequate Sleep Decreases Depression:**

When you go to sleep, and whenever your body is relaxed the hormones melatonin and serotonin are released. These hormones help eliminate stress hormones, which can make you happier. A lack of sleep forces your body to release stress hormones so it can function in a “less-than-ideal” situation. Adequate quality sleep completely balances the hormones, making the body happier and both physically and mentally stronger.

*Information covering Nutrition and Sleep taken from John Underwood; Life of an Athlete*

Wakefield Community Schools Travel Release

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

I understand that the Wakefield Community Schools Athletic/Activity Policy requires that students ride the buses to and from all athletic/activity events and a departure from this requirement will release the Wakefield Community Schools from any liability for any adverse results that may occur.

This is to certify that my son or daughter has my permission to ride home from the Wakefield Community Schools athletic/activity contest on \_\_\_\_\_  
20\_\_\_\_\_ at \_\_\_\_\_.  
(month & day) (year) (location of contest)

I certify that I (parent/guardian) am transporting the below named student. I agree to release the Wakefield Community Schools and its employees from all liability with reference to the above stated transportation. This form will be presented to the proper authority by the parent or guardian and will be placed on file.

\_\_\_\_\_  
(Administrator signature) (Coach/Sponsor)

\_\_\_\_\_  
(Student/Athlete's Name) (Parent/guardian signature) (Date)

\_\_\_\_\_  
(Student/Athlete's Name) (Parent/guardian signature) (Date)

\_\_\_\_\_  
(Student/Athlete's Name) (Parent/guardian signature) (Date)

\_\_\_\_\_  
(Student/Athlete's Name) (Parent/guardian signature) (Date)

\_\_\_\_\_  
(Student/Athlete's Name) (Parent/guardian signature) (Date)

\_\_\_\_\_  
(Student/Athlete's Name) (Parent/guardian signature) (Date)

\_\_\_\_\_  
(Student/Athlete's Name) (Parent/guardian signature) (Date)

**Wakefield Athletic Boosters  
Team Idea/Request Form**

Date of request:

Name of person submitting request:

Team(s) impacted by request:

List in detail your idea or need for your team(s):

Desired date for implementation of idea or delivery of item(s):

How does this request contribute to the current team and/or future teams:

Approximate cost:

Requested % or contribution from Boosters:

*Please return form to Matt Brenn who will in turn share the request with the Booster Board*

Athletic Director Comments:

Booster Action Taken:



# NASB BOARD QUICKS

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



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## AQuESTT Classification Rules – Version 3.0

10.2.22

The following rules are used to calculate AQuESTT school/district classifications for accountability. The data used is collected from statewide assessment results and other data submitted to the Nebraska Department of Education by public school districts.

### Participating Districts and Schools;

1. Every eligible public school and district is included and held accountable. The same process is used to classify districts and schools into four rating levels: Excellent (4), Great (3), Good (2), or Needs Support to Improve (1).
  - 1.1. A school or district’s overall classification rating is a combination of scores in the six tenet areas (Positive Partnerships, Relationships, and Student Success; Transitions; Educational Opportunities and Access; Postsecondary, Career, and Civic Readiness; Student Achievement and Growth; and Educator Effectiveness). The rules for combining these areas into the overall ratings are defined throughout this document.
  - 1.2. Starting with the list of all Nebraska school buildings for the current school year as collected in NDE’s District and School Information collection system, these school buildings will be excluded from eligibility:
    - 1.2.1. Schools with a *District Type* other than Public, such as Interim, State Operated, ESU, Non-Public, etc.
    - 1.2.2. Schools that are wholly SPED or Prekindergarten programs (*Kind of School* codes 16 or 20, or *High Grade Level* code “PK”)
    - 1.2.3. Schools that are wholly Alternative Programs (*Type of School* code “NA”)
    - 1.2.4. Note: any otherwise eligible school that contains any grade levels between Kindergarten and 3<sup>rd</sup>, and therefore may not have NSCAS assessments, is still included in the Classification process as an elementary school. The school’s Status rating is copied from its district’s Status rating as detailed later in this document.
  - 1.3. The list of eligible districts is defined by selecting all districts that contain at least one eligible school after taking into account the above rules.
  - 1.4. School ratings will be set per school building and school type (elementary, middle, high), so a single school building may have one or two “schools” due to how its grade levels are mapped as defined in this process.
    - 1.4.1. High school grade levels are generally defined as 9 through 12, secondary schools that have additional grade levels will be split into “Middle” and “High” schools at the 9th grade.
    - 1.4.2. Some school buildings may be split into “Elementary” and “Middle” schools according to particular grade level configuration and the elementary/middle

school grades cutoff that was used for this district in the previous AQuESTT model.

- 1.4.2.1. A district may request that NDE change the elementary/middle grade splits on any of its schools. It is recommended that the school types and grade level splits align with the teaching methods used in those grade levels.
- 1.4.2.2. Starting with the 2019-2020 school year, NDE will confirm these grade level splits on all schools as part of the District and School Information collection.
- 1.4.3. Accordingly, the grade levels that constitute the elementary, middle, or high schools are customized for each school building and school year. The resulting elementary/middle/high school divisions have been prepared before the Classification process begins.
- 1.4.4. Whenever the Classification process references previous school years' data, the E/M/H division logic for the corresponding years will be used rather than only using the current year's logic.

## AQuESTT Indicators

The indicators described below are the individual data measurements that will be balanced and combined into a classification rating for AQuESTT state accountability. Please note that other data systems that use indicators by the same name, such as the ESSA Comprehensive Support and Improvement (CSI), Targeted Support for Improvement designation, may define indicators differently than AQuESTT.

### Status

2. The Status indicator score is based on the percentage of eligible students who scored On Track or higher in the current year's statewide Math and English Language Arts assessments.
  - 2.1. The statewide assessments used for status include the NSCAS Growth, NSCAS-Alt, and NSCAS-ACT.
    - 2.1.1. Due to federal requirements, statewide assessments for Science are separated into their own indicators, as defined below.
  - 2.2. An assessment score will only count towards a school's Status if the student has been enrolled for the full academic year at that school. Full academic year (FAY) is calculated based on two points in time: October snapshot and where a student has assessment scores. If these match, the students have met FAY requirements and will be counted.
    - 2.2.1. Similarly, an assessment score will count towards a district's Status only if the student has been enrolled within the district for the full academic year. A student still maintains FAY status in a district if they change schools within the same district during the school year.
  - 2.3. An assessment will also be excluded from counting toward Status if it is marked with a valid *Reason Not Tested* in regard to Performance calculations. Valid reasons for the exclusion of statewide assessment results include the following:

| <b>Reason Not Tested Code</b> | <b>Name</b>                                                                                                                                                                                                                                                            |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EMW                           | Emergency Medical Waiver                                                                                                                                                                                                                                               |
| COV                           | Student did not test because of an ongoing and continued concern about exposure to COVID-19. NDE approval to use this code was required and documented.                                                                                                                |
| NCE                           | Not Currently Enrolled                                                                                                                                                                                                                                                 |
| FTE                           | Full-Time Equivalency is less than 51% so the student is excluded from testing.                                                                                                                                                                                        |
| RAEL (Year 1)                 | Recently Arrived English Learner:<br>Student takes all content assessments; Score does not count in Proficiency Measures (Status, Science Status, Non-Proficiency) or any Progress Measures (Growth)                                                                   |
| RAEL (Year 2)                 | 2nd Year Recently Arrived English Learner:<br>Student takes all content assessments; Score only counts in Progress Measures (Growth, Non-Proficiency).<br><br>*3rd Year Recently Arrived English Learner:<br>Students are included in all accountability calculations. |
| EXP                           | Student exempt from testing due to certain circumstances, such as a student requiring an unavailable accommodation; student attending an out-of-state facility; or testing irregularities.                                                                             |
| RMV                           | Removed                                                                                                                                                                                                                                                                |
| OTH                           | Other                                                                                                                                                                                                                                                                  |
| ALT                           | Alternate Assessment:<br>Student not included in NSCAS/NSCAS-ACT results due to taking the NSCAS-Alt assessment                                                                                                                                                        |
| GEN                           | General Assessment:<br>Student not included in NSCAS-Alt results due to taking the NSCAS//NSCAS-ACT assessment                                                                                                                                                         |

2.3.1. Note that the rules for valid *Reason Not Tested* codes vary depending on the subject area, and whether you are calculating Performance scores or Participation rates (as defined in the Participation indicator below).

- 2.3.2. If an assessment with the minimum scale score has a *Reason Not Tested* value other than those on the approved list above, it will count towards the school/district average.
- 2.3.3. A school must have a minimum of 10 students participating in an assessment eligible for Status to calculate a Status rating. If a school does not have 10 eligible students, or does not contain any grade levels that participate in statewide assessments, its district’s Status rating will be assigned as the school Status rating.
- 2.4. A school or district’s Status indicator score is calculated by finding the count of eligible assessments (which includes both ELA and Math assessments for eligible students) that score at a proficient (On Track or Advanced) level, divided by the total number of eligible assessments in the current school year.

**Participation**

- 3. The Participation indicator score for each school/district is based on the percentage of eligible students that completed a statewide assessment.
  - 3.1. For all subjects and grade levels, the participation rate is defined as the percentage of eligible assessments with scores (completed assessments) compared to the total number of eligible assessments.
    - 3.1.1. A score will be excluded from the participation rate if it is marked with a valid *Reason Not Tested* for the current school year in regards to Participation calculations. Note that this is a different set of reasons than those used for the performance calculations. Valid reasons for the exclusion of statewide assessment results for NSCAS and NSCAS-ACT assessments include the following:

| Code | Name                                |
|------|-------------------------------------|
| EMW  | Emergency Medical Waiver            |
| NCE  | Not Currently Enrolled              |
| FTE  | Full-Time Equivalency Less Than 51% |
| RMV  | Removed                             |
| OTH  | Other                               |
| ALT  | Alternate Assessment                |
| GEN  | General Assessment                  |

- 3.1.2. A student does not have to be enrolled for a full academic year to be counted in the participation rate.
- 3.1.3. A school must have a minimum of 10 students eligible for the Participation indicator to calculate a rate. If a school does not have 10 eligible students, or does not contain any grade levels that participate in statewide assessments, its district’s Participation rate will be assigned as the school’s Participation rate.

## Growth

4. The Growth indicator is defined as the percent of NSCAS/NSCAS-Alt assessment scores within a school or district that showed an increase compared to the same individual's score in the previous year within the same subject area.
  - 4.1. Only ELA and Math assessments will be used in Growth rate calculations, since Science assessments are not taken in consecutive grades and for grades 5 and 8, the first proctoring of the NSCAS Science occurs in 2022.
    - 4.1.1. Each individual student may be counted up to two times in the Growth percentage, once for Math and once for ELA.
  - 4.2. Each district/school will calculate a Growth rate, which is the percentage of Growth-eligible assessment scores that are assigned a Growth point as defined in the table below.
    - 4.2.1. Since the Growth calculation uses data from individual students across multiple years, it will attempt to match the current Student ID against any retired IDs for the same student.
    - 4.2.2. Any scores from students that were not enrolled for the full academic year in the current school year are excluded from the Growth rate calculation. However, students who attended a different school in the previous year will count in a school's calculation as long as they have a valid assessment score.
      - 4.2.2.1. School Growth scores require a full academic year at that particular school, while district Growth scores only require a full academic year in the district. Students that move between schools within the same district during the school year are still eligible for district Growth.
    - 4.2.3. An assessment will be excluded from the Growth rate if it has the minimum scale score in the current year, regardless of the *Reason Not Tested*.
    - 4.2.4. Any student that didn't have an assessment score in the previous year for the corresponding subject area and assessment type, or that had the lowest obtainable scale score for any reason, is excluded from the Growth rate. Refer to the "NSCAS Summative Technical Report" posted on NDE's Assessment Technical Reports website <https://www.education.ne.gov/assessment/technical-reports/> for the Scale Score Range chart that shows the lowest score for each grade level.
      - 4.2.4.1. Because of this rule and the grade levels that participate in statewide assessments, all 3<sup>rd</sup> grade students and students in the third-year cohort in high school are excluded.
    - 4.2.5. A school/district must have a minimum of 10 students participating in an eligible assessment (20 total assessments) to receive a Growth indicator score. If a school does not have 10 eligible students, or does not contain any consecutive grade levels that participate in statewide assessments, its district's Growth score will be assigned as the school's Growth score.
    - 4.2.6. As High Schools do not have assessments in consecutive grade levels, they will not be eligible for the Growth indicator. They will not receive the district's Growth score.

- 4.3. For all Growth-eligible assessments, the following table is used to determine whether or not that assessment is assigned a Growth point by comparing the current year performance level and score against the previous year for the same subject area.

|               | Current Year             |                    |                |                |                |
|---------------|--------------------------|--------------------|----------------|----------------|----------------|
| Previous Year | Performance Level        | Advanced Benchmark | On Track       |                | Developing     |
|               | CCR (Advanced) Benchmark | Yes                | -              |                | -              |
|               | On Track                 | Yes                | Score Gain < 0 | Score Gain ≥ 0 | -              |
|               |                          |                    | -              | Yes            |                |
|               | Developing               | Yes                | Yes            |                | Score Gain ≤ 0 |
| -             |                          |                    |                |                | Yes            |

- 4.4. The Growth indicator score is determined by finding the percentage of Growth-eligible assessments that qualify for a Growth point at each school/district.

### Graduation (4 Year and Extended)

5. For each district/high school, the 4- and 7-year cohort graduation rates from the previous year are used to define two separate indicators.
- 5.1. The school year used for Graduation data lags one year behind other accountability data due to the timing of availability of the district-corrected data. Ex. Accountability data for Fall 2022 will use graduation rates from Spring 2021.
- 5.2. The cohort graduation rates are the percentage of members in a cohort who graduated with a diploma. The existing rules that NDE uses to define a cohort can be reviewed here: <https://www.education.ne.gov/dataservices/adviser-resources/>
- 5.3. If a school/district has not existed for long enough to have the 7-year graduation cohort required for the Extended Graduation Rate indicator, the 6-year cohort will be substituted.
- 5.3.1. Similarly, if the 7- and 6-year cohorts are missing, then the 5-year cohort will be substituted for the Extended Graduation Rate indicator.
- 5.3.2. If there are no 5-, 6-, or 7-year cohorts, then the Extended Graduation Rate indicator will not receive a score

- 5.4. Only high schools and districts are eligible. Elementary and middle schools will not have a Graduation indicator.
- 5.5. A school or district cohort must have at least 10 members for it to be used in the Graduation rating.
  - 5.5.1. If a cohort doesn't have 10 members, the previous year's counts for the matching cohort year (four or seven) can be added – e.g. for the 2021-2022 classification, if the 2020-2021 seven year cohort only has 18 members, the 2019-2020 7-year cohort can be added to it.
  - 5.5.2. If both cohorts combined are still lacking enough members, the 2<sup>nd</sup> prior year can be added as well, but no more than that.
- 5.6. The 4-Year Graduation Rate and Extended (7-Year) Graduation Rate are considered to be two separate indicators for the purpose of AQuESTT tenet scoring.

## **Non-Proficiency**

6. Normally, the Non-Proficiency indicator is defined as the trend in the percentage of ELA and Math statewide assessments scoring at a proficient level or above in the school/district for the last three school years. However, for 2021-22 accountability, only two years of data will be available.
  - 6.1. As in the Status area, for each school year used in the trend calculation: assessment scores from students that were enrolled for the full academic year in the corresponding school year(s) will be included in this calculation.
  - 6.2. The non-proficient rate is calculated by dividing the number of eligible ELA/Math assessments with scores in the lowest performance range by the total number of eligible ELA/Math assessments. This rate is calculated for the current year as well as the previous year for each school/district, and this data will be combined into non-proficiency trend lines.
    - 6.2.1. A minimum of 10 students participating in an eligible assessment (20 total assessments) are required for any of the school years included in the calculation. If a school doesn't have 10 eligible students for any of these school years, or does not contain any grade levels that participate in statewide assessments, its district's score will be assigned as the school's score for that school year in the Non-Proficiency calculation.
    - 6.2.2. If a school/district has only a single year of Non-Proficiency data, they will not receive a score for this indicator, i.e. it is not included in further calculations.
  - 6.3. A school or district's Non-Proficiency indicator score is defined by the slope of a line that represents the trend in the rate of non-proficient statewide assessments over recent years. This slope value can generally be thought of as representing the change in the percentage of non-proficient assessments at a school/district per year, with a negative slope value (fewer non-proficient tests) being the goal.

## Progress Toward English Language Proficiency

7. The Progress toward English Language Proficiency indicator is meant to measure the percentage of English Learner students in a school/district who are on track in their progress towards English language proficiency as measured by the ELPA21 assessment.
  - 7.1. A student will be eligible for this indicator if they have ever taken the ELPA21 assessment in Nebraska, and have not yet achieved a “Proficient” determination on that assessment or in any subsequent school years.
    - 7.1.1. All K-12 students that are identified as English learners are required to take the ELPA21 during the testing window.
    - 7.1.2. Different from the Status calculation, a student’s ELPA21 assessment at a school/district will be eligible for this indicator if the student was enrolled at the district on the ELPA21 testing labels upload date.
      - 7.1.2.1. A student’s ELPA21 assessment will not be eligible for inclusion in this indicator if the current year’s assessment is reported with a Reason Not Tested code of No Longer Enrolled, Emergency Medical Waiver, Student Misclassified/No Longer ELL, or Nonpublic Student.
    - 7.1.3. A student’s initial eligible assessment on the ELPA21 determines the baseline (Year 1), therefore, students in their first year of taking the assessment are not eligible for this indicator. The assessment must have a valid score greater than zero to be counted as eligible.
    - 7.1.4. The results from Nebraska’s prior English language proficiency test (ELDA) are not applicable to this indicator. If a student has taken both the old and new assessments, their progress towards proficiency will be defined starting with their first ELPA21 assessment.
  - 7.2. A student’s overall result from each ELPA21 assessment is categorized as one of these six proficiency levels: Emerging Low, Emerging High, Progressing Low, Progressing Medium, Progressing High, and Proficient.
    - 7.2.1. The categories of Emerging, Progressing, and Proficient are based on scores of the four domains of ELPA: Reading, Writing, Listening, and Speaking. See chart below:

|                   |                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Proficient</b> | Students are Proficient when they attain a level of English language skill necessary to independently produce, interpret, collaborate on, and succeed in grade-level content-related academic tasks in English. This is indicated on ELPA21 by attaining a profile of Level 4 or higher in all domains. Once Proficient on ELPA21, students can be considered for reclassification. |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Progressing</b> | Students are Progressing when, with support, they approach a level of English language skill necessary to produce, interpret, and collaborate, on grade-level content-related academic tasks in English. This is indicated on ELPA21 by attaining a profile with one or more domain scores above Level 2 that does not meet the requirements to be Proficient. Students scoring Progressing on ELPA21 are eligible for ongoing program support. |
| <b>Emerging</b>    | Students are Emerging when they have not yet attained a level of English language skill necessary to produce, interpret, and collaborate on grade-level content-related academic tasks in English. This is indicated on ELPA21 by attaining a profile of Levels 1 and 2 in all four domains. Students scoring Emerging on ELPA21 are eligible for ongoing program support.                                                                      |

7.2.2. Within the proficiency determinations of Emerging and Progressing, to further subdivide these proficiency levels, overall scale scores are used to determine Low-High and Low-Medium-High levels. Below are the cut points on the overall scale score for the Emerging Low, Emerging High, Progressing Low, Progressing Medium, and Progressing High. Proficient is defined as scoring 4s or 5s in all four domains of the ELPA21.

| ELPA21 Overall Proficiency | Emerging |       | Progressing |                |          |
|----------------------------|----------|-------|-------------|----------------|----------|
|                            | Low      | High  | Low         | Medium         | High     |
| Kindergarten               | <4778    | ≥4778 | <5441       | ≥5441 <5802    | ≥5802    |
| 1st Grade                  | <4577    | ≥4577 | <5384       | ≥5384 <5708.03 | ≥5708.03 |
| 2nd Grade                  | <4304    | ≥4304 | <5161       | ≥5161 <5439    | ≥5439    |
| 3rd Grade                  | <4378    | ≥4378 | <5466       | ≥5466 <5768    | ≥5768    |
| 4th Grade                  | <4227    | ≥4227 | <5192       | ≥5192 <5493    | ≥5493    |

|            |         |         |          |                      |          |
|------------|---------|---------|----------|----------------------|----------|
| 5th Grade  | <4310   | ≥4310   | <5379.99 | ≥5379.99<br><5664.01 | ≥5664.01 |
| 6th Grade  | <4352   | ≥4352   | <5190.66 | ≥5190.66<br><5444    | ≥5444    |
| 7th Grade  | <4469   | ≥4469   | <5337.99 | ≥5337.99<br><5623.01 | ≥5623.01 |
| 8th Grade  | <4503   | ≥4503   | <5384.99 | ≥5384.99<br><5729    | ≥5729    |
| 9th Grade  | <4525.5 | ≥4525.5 | <5388    | ≥5388 <5625          | ≥5625    |
| 10th Grade | <4704   | ≥4704   | <5331    | ≥5331<br><5627.01    | ≥5627.01 |
| 11th Grade | <4800   | ≥4800   | <5349.66 | ≥5349.66<br><5640.34 | ≥5640.34 |
| 12th Grade | <4828   | ≥4828   | <5340    | ≥5340<br><5615.34    | ≥5615.34 |

7.3. A student’s proficiency level on their first ELPA21 assessment sets their “baseline” level. This baseline level will be compared against the student’s proficiency level on each subsequent year’s ELPA21 assessment to determine whether or not they are on track to become proficient.

7.3.1. Once the baseline has been set for a student, this baseline will continue to be used in all future years of AQuESTT, it will not be updated as long as they are considered EL eligible.

7.3.2. A student who has taken their first ELPA21 assessment in the current school year is not eligible for this indicator, as there must be two years of results in order to define progress.

7.3.3. The chart below describes the timeline for when a student is expected to score at each level on the assessment to be considered on track, as determined by their baseline level. Essentially, a student is expected to attain the next level each year as measured by the annual assessment.

| Baseline Year      | Year 2             | Year 3             | Year 4             | Year 5           | Year 6     |
|--------------------|--------------------|--------------------|--------------------|------------------|------------|
| Emerging Low       | Emerging High      | Progressing Low    | Progressing Medium | Progressing High | Proficient |
| Emerging High      | Progressing Low    | Progressing Medium | Progressing High   | Proficient       |            |
| Progressing Low    | Progressing Medium | Progressing High   | Proficient         |                  |            |
| Progressing Medium | Progressing High   | Proficient         |                    |                  |            |
| Progressing High   | Proficient         |                    |                    |                  |            |

- 7.3.4. If a student has not achieved a Proficient level as determined by their individual timeline based on their initial ELPA21 score, they will continue to count as not being on track each year that they are enrolled at the school/district until that level is achieved.
- 7.3.5. Students who score Proficient on the ELPA21 are reclassified as English fluent and are no longer required to participate in ELPA21 testing.
  - 7.3.5.1. Once a student has been assessed at a Proficient level, the student will not be eligible for this indicator in the following school year.
  - 7.3.5.2. If a student achieves a Proficient level ahead of the specified timeline, they will also not be eligible for this indicator the following year.
- 7.3.6. A school who has a student who becomes “off-track,” i.e. they do not make the requisite growth, can still receive credit for that student in future years. An off-track student will receive half credit if not on track but showing growth (changing level) compared to the previous year.
  - 7.3.6.1. Growth is only applied when a student moves up a proficiency level.
- 7.3.7. If a student who has a baseline assessment and has not yet scored at a proficient level but does not complete an ELPA21 assessment in the current school year, they will be counted as not on track for the school/district the student’s assessment label was assigned at.
- 7.3.8. Students are defined as proficient in this assessment when they attain a level of English language skill necessary to independently produce, interpret, collaborate on, and succeed in grade-level content-related academic tasks in English. This is indicated by attaining a profile of level 4 or higher on each of the domains of Listening, Speaking, Reading, and Writing. Once Proficient on ELPA21, students are reclassified as English fluent.
- 7.4. A school or district must have at least 10 eligible English learner students who have taken at least two years of ELPA21 assessments in order for this indicator to receive a score.

- 7.5. The Progress Toward English Language Proficiency indicator score is defined by the percentage of eligible students making adequate progress to proficiency based on their ELPA21 baseline level.

## **Chronic Absenteeism**

8. Due to disruptions caused by the COVID-19 pandemic, the Chronic Absenteeism indicator for 2021-22 will be an absolute measure, meaning there will not be a growth element to this indicator. Put another way, the Chronic Absenteeism indicator for 2021-22 school year will be based solely on 2021-22 attendance data.
  - 8.1. Students are defined as chronically absent when they are absent for 10% or more of their days in membership at a school/district. The chronic absenteeism rate is defined by the number of these students, divided by the total number of eligible students at a school or district.
    - 8.1.1. An absence for this purpose is defined the same way as for state accountability purposes. If a student is not receiving instruction then they are considered absent, regardless of whether the absence is considered excused or unexcused by the district. If students are out of school for an educational purpose and are supervised by school staff, such as a field trip or extracurricular activity, then they are not absent.
    - 8.1.2. Students shall be counted in attendance when they are present on days when school is in session. Being present may include authorized independent study, work-study programs, field trips, athletic contests, music festivals, student conventions, instruction for homebound students, or similar activities when officially authorized under policies of the local school board. It does not include "making up" school-work at home or activities supervised or sponsored by private individuals or groups. (See [Title 92, Chapter 2: Uniform System of Accounting](#))
    - 8.1.3. For more information about attendance policies during COVID-19, see Commissioner's [Guidance on Attendance](#).
    - 8.1.4. The cutoff for a student being listed as chronically absent is calculated based on the total number of instructional days (in-session days) that fall between the student's enrollment entry and exit dates at the school/district. If the student's total days absent is greater than or equal to 10% of their total days in session, that student will be considered chronically absent.
      - 8.1.4.1. The days absent and days in session values both support being reported using partial days, up to two decimal places.
    - 8.1.5. Consistent with federal reporting guidelines, if a student is in membership for fewer than 10 days at a school/district, that student is not eligible for this indicator.
    - 8.1.6. Students who do not require attendance for state accountability purposes are not eligible for this indicator – Prekindergarten students that receive only Special Education services, or students reported as enrolled in a home-based or Sixpence CPP Early Childhood program.

- 8.2. As a lower chronic absenteeism rate is desirable, the percentage of students who are *not* chronically absent will be used in this indicator’s standardized score used in the tenet scoring model noted below in 10.1.

**Science Proficiency**

- 9. The Science Proficiency indicator is defined by the percentage of eligible statewide assessments scored at a proficient level or above with a school/district in the NSCAS/NSCAS-Alt/NSCAS-ACT Science assessments.
  - 9.1. The rules for this indicator are the same as for the [Status Indicator](#) listed above, but applied solely to the Science content area. However, due to federal requirements it has been split into its own indicator.
  - 9.2. For 2021-22 school year, Science status will only be used for state classifications, not Federal designations.

**AQuESTT Tenet Scoring**

- 10. The indicators listed above are each categorized into one of the six tenets of Nebraska’s AQuESTT accountability system (See <https://aquestt.com/tenets/> for more information). Each tenet will receive a single score based on the availability and weighting of the indicators available within it. The indicators within each tenet may change over time as the accountability rules are updated, but each new indicator should fit within one of these six categories.
  - 10.1. The indicator scores within a tenet will be combined into a single standardized tenet score value for each school/district.
    - 10.1.1. This standardization method is based on standard deviations. Details about this calculation can be found in [Appendix D](#)
    - 10.1.2. Weighting is applied after each indicator is standardized.
    - 10.1.3. If an indicator score is missing from a tenet due to a district or school not having valid indicator data, the weights of the other indicators in that tenet will be increased to evenly distribute the missing indicator’s weighting.
    - 10.1.4. If there are no available indicators in a tenet, that tenet will not be included in a school/district’s classification.

**Positive Partnerships, Relationships, and Student Success**

- 11. At this time there are no indicators representing this tenet and it is not included in classification. It is intended to be used in future years.

**Transitions**

- 12.

| Indicator         | Weight |
|-------------------|--------|
| 4 Year Graduation | 51%    |

|                     |     |
|---------------------|-----|
| Extended Graduation | 49% |
|---------------------|-----|

### **Educational Opportunities and Access**

13.

| <b>Indicator</b>         | <b>Weight</b> |
|--------------------------|---------------|
| Chronic Absenteeism      | 50%           |
| English Learner Progress | 50%           |

### **Postsecondary, Career, and Civic Ready**

14. At this time there are no indicators representing this tenet and it is not included in classification. It is intended to be used in future years.

### **Student Achievement & Growth**

15. Elementary and Middle Schools

| <b>Indicator</b>    | <b>Weight</b> |
|---------------------|---------------|
| Growth              | 65%           |
| Non-Proficiency     | 25%           |
| Science Proficiency | 10%           |

High Schools

| <b>Indicator</b>    | <b>Weight</b> |
|---------------------|---------------|
| Non-Proficiency     | 65%           |
| Science Proficiency | 35%           |

### **Educator Effectiveness**

16. At this time there are no indicators representing this tenet and it is not included in classification. It is intended to be used in future years.

# AQuESTT Classification

## Status Level

17. The first step in calculating the classification rating is to assign a level to the Status indicator score mentioned above. The Status indicator score for each school and district will be compared against these cut scores (according to its type) to place it into one of four levels:

### Elementary

- Level 4: Status indicator score  $> 77$
- Level 3: Status indicator score  $> 54$  but  $\leq 77$
- Level 2: Status indicator score  $> 34$  but  $\leq 54$
- Level 1: Status indicator score  $\leq 34$

### Middle School

- Level 4: Status indicator score  $> 71$
- Level 3: Status indicator score  $> 51$  but  $\leq 71$
- Level 2: Status indicator score  $> 32$  but  $\leq 51$
- Level 1: Status indicator score  $\leq 32$

### High School

- Level 4: Status indicator score  $> 78$
- Level 3: Status indicator score  $> 59$  but  $\leq 78$
- Level 2: Status indicator score  $> 34$  but  $\leq 59$
- Level 1: Status indicator score  $\leq 34$

### District

- Level 4: Status indicator score  $> 70$
- Level 3: Status indicator score  $> 54$  but  $\leq 70$
- Level 2: Status indicator score  $> 35$  but  $\leq 54$
- Level 1: Status indicator score  $\leq 35$

## Tenet Rating Adjustments

18. Each tenet that has at least one eligible indicator has received a tenet score as described above. This tenet score is then used to determine what adjustment will be made to a school or district's classification, if any.

## Positive Partnerships, Relationships, and Student Success Adjustment

19. At this time there are no indicators representing this tenet and it is not included in classification. It is intended to be used in future years.

### **Transitions Adjustment**

20. For 2022 classifications, there are no negative adjustments for diminishing high school graduation rate.

### **Educational Opportunities and Access Adjustment**

21. The Educational Opportunities and Access tenet may adjust the classification rating of a school/district if the following cut scores apply, otherwise the rating is unchanged:

#### **Elementary**

+1 rating adjustment: Tenet score > 1.0

#### **Middle School**

+1 rating adjustment: Tenet score > 1.0

#### **High School**

+1 rating adjustment: Tenet score > 1.3

#### **District**

+1 rating adjustment: Tenet score > 0.8

### **Postsecondary, Career, and Civic Ready Adjustment**

22. At this time there are no indicators representing this tenet and it is not included in classification. It is intended to be used in future years.

### **Student Achievement and Growth Adjustment**

23. The Student Achievement and Growth tenet may adjust the classification rating of a school/district if the following cut scores apply, otherwise the rating is unchanged:

#### **Elementary**

+1 rating adjustment: Tenet score > 1.0

#### **Middle School**

+1 rating adjustment: Tenet score > 1.0

#### **High School**

+1 rating adjustment: Tenet score > 1.2

#### **District**

+1 rating adjustment: Tenet score > 0.8

### **Educator Effectiveness Adjustment**

24. At this time there are no indicators representing this tenet and so does not have an adjustment that affects classification.

## Classification

25. Each district and school receives a classification that is based on the Status indicator as well as any adjustments or limitations. This classification is represented as a number: 1, 2, 3, or 4.
  - 25.1. The next\_step is to add or subtract any Participation or Tenet rating adjustments from the Status level.
    - 25.1.1. During the adjustment calculations the classification is temporarily allowed to go above the highest level of 4 or the lowest level of 1. For example: if a school has a Status rating of 4 and has an Assessment tenet adjustment of +1 and a Transitions tenet adjustment of -1, the Classification will be set to 4.
    - 25.1.2. After the adjustment calculations, if the rating is higher than 4 or lower than 1, it will be reset to 4 or 1. For example: if a school has a Status rating of 4 and an Assessment tenet adjustment of +1, its Classification will be set to 4.
  - 25.2. The numeric classification for schools/districts are labeled as:
    - 4 = Excellent*
    - 3 = Great*
    - 2 = Good*
    - 1 = Needs Support to Improve*
  - 25.3. The Classification is the primary classification data element provided on public AQuESTT reports. This final classification will also be used in subsequent accountability processes, such as the selection of Priority Schools from the Needs Support to Improve group.
  - 25.4. A school that has any student subgroups selected for federal Targeted Support and Improvement (TSI) or Additional Targeted Support & Improvement (ATSI) will be limited to a maximum of 3 (Great) in the Final Classification, if applicable.

## Appendix A – Revision Summary

10/2/2022

- Coming Soon!

11/13/2019

- The EL subgroup in AQuESTT does not include redesignated fluent students. But in NEP its included which is creating confusion.--Pending details in :  
<https://drive.google.com/drive/folders/1-WR2Ctc2i4MaCExvhDoklXfz9fUlg4qv?usp=sharing>

10/24/2019

- Rules need to be updated for Science Status where district details are getting copied to schools where schools are not eligible for Science Rating . -Pending and should be fixed in 2020 process. This needs to be fixed for both main rating and subgroup rating procedure.-Pending

10/1/2019

- Updated to version 2.1 for the 2019 classification
- 2.3 Clarified that Non-Proficiency is treated the same as Status in regards to Recently Arrived English Learners
- 2.3 & 3.1.1: Updated list of Reason Not Tested codes to match NSCAS guidance
- 4.2.1.2: A link to the website with the 2017 ELA Conversion Chart was added, clarified that only NeSA type assessments were included in 2016-2017
- 4.2.4: Clarified that Improvement scores are excluded both for the minimum scale score as well as the Reason Not Tested code
- 5.2.4: The rule about which scale scores do not count for Growth was clarified, and a link was added to the Scale Score Ranges chart
- 5.2.6: A rule was added that High Schools are no longer eligible for the Growth indicator starting with the 2019 Classification
- 8.1.2.1: A rule was added so that students with valid Reason Not Tested codes will not be counted as having a score of 0 in their current year ELPA assessment starting with the 2019 Classification.
- 8.1.3: The rule about what assessments are valid for determining a baseline was clarified
- 8.2.2: Corrected typos in list of ELPA cut scores for 1st and 4th graders
- 9.1.6: The rule for which Prekindergarten students are eligible for inclusion in the Chronic Absenteeism indicator was clarified to match the guidance given to districts during the 2018-2019 school year data collection
- 9.2.1 – 9.2.2: Clarified rules on how baselines are calculated for new schools and for the second year of classification
- 9.2.3: Clarified that a positive Chronic Absenteeism score is preferred over a negative one

**DRAFT**

- 9.3: The example scoring was updated to include a 2019 example
- 31.3: A rule was added to note the final classification limitation for TSI/ATSI schools per Nebraska's ESSA plan

12/20/2018

- Removed Draft label
- 5.2.5: Clarified that district data can be used for high schools in growth
- 30.4.5: Noted that the score needed to receive an EBA adjustment is still to be determined
- Appendices C and D: Clarified language
- Appendix D: updated to reflect 2017-2018 final means and standard deviations
- Appendix D: added mean and standard deviation for School EBA scores

11/19/2018

- Initial draft version

## Appendix B – Tenet Scoring Standardization Method

In order to get equivalent scores from different tenet scores, we can apply a standardization procedure. Standard score ( $z_{x_{iA}}$ ) for tenet  $x$  in tenet indicator  $A$  and for school  $i$  and standard score ( $z_{x_{iB}}$ ) for tenet indicator  $B$  can be calculated using mean values for each tenet over all schools. The standard deviation of the tenet indicators will also be obtained from the population distribution for a given year.

$$z_{x_{iA}} = \frac{x_{iA} - \overline{x_{0A}}}{sd_{x_{0A}}},$$

$$z_{x_{iB}} = \frac{x_{iB} - \overline{x_{0B}}}{sd_{x_{0B}}},$$

where,  $x_{iA}$  is an tenet indicator  $A$  value for the school  $i$  (e.g., 4 year graduation rate),  $x_{iB}$  is an indicator  $B$  value,  $\overline{x_{0A}}$  and  $\overline{x_{0B}}$  are mean values for tenet indicators  $A$ , and  $B$ , respectively.  $sd_{x_{0A}}$  is a standard deviation of the indicator  $A$ , and  $sd_{x_{0B}}$  is a standard deviation of the indicator  $B$ .

Table 1. Exemplary indicator values for sample schools, with actual 2017-2018 statewide means and standard deviations

| School | Ed. Opportunities & Access |                     |      |                      | School EBA<br>(CSI designation process) |                      |
|--------|----------------------------|---------------------|------|----------------------|-----------------------------------------|----------------------|
|        | Chronic Absenteeism        | State Mean (SD)     | ELP  | State Mean (SD)      | EBA Total Score                         | State Mean (SD)      |
| A      | 5.38                       | -2.15<br><br>(4.86) | 1.15 | 51.11<br><br>(13.81) | 118                                     | 99.86<br><br>(14.23) |
| B      | 3.1                        |                     | 0.65 |                      | 57                                      |                      |
| C      | 2.03                       |                     | 0.06 |                      | 109                                     |                      |
| D      | 6.3                        |                     | 3.64 |                      | 101                                     |                      |
| E      | 5.12                       |                     | 0.11 |                      | 95                                      |                      |
| F      | 4.34                       |                     | 0.98 |                      | 88                                      |                      |

| School | Assessment  |                    |        |                     |                 |                     |                     |                      |                     |                     |
|--------|-------------|--------------------|--------|---------------------|-----------------|---------------------|---------------------|----------------------|---------------------|---------------------|
|        | Improvement | State Mean (SD)    | Growth | State Mean (SD)     | Non-Proficiency | State Mean (SD)     | Science Proficiency | State Mean (SD)      | Science Improvement | State Mean (SD)     |
| A      | 121.86      | 0.08<br><br>(0.20) | 0.00   | 69.95<br><br>(9.89) | 26.09           | -0.79<br><br>(9.51) | 73.91               | 67.75<br><br>(17.10) | 134.27              | -0.02<br><br>(0.18) |
| B      | 115.69      |                    | 57.14  |                     | 29.69           |                     | 70.31               |                      | 116.56              |                     |
| C      | 103.12      |                    | 38.54  |                     | 25.33           |                     | 74.67               |                      | 108.11              |                     |
| D      | 95.65       |                    | 0.00   |                     | 42.98           |                     | 57.02               |                      | 95.71               |                     |
| E      | 114.28      |                    | 66.62  |                     | 21.98           |                     | 78.02               |                      | 114.50              |                     |
| F      | 111.28      |                    | 71.33  |                     | 13.95           |                     | 86.05               |                      | 110.23              |                     |

Standard scores for school A are calculated as below (note – uses example mean and standard deviation values):

1) Transition

$$Z_{x_{A_{T_1}}} = \frac{x_{A_{T_1}} - \overline{x_{0T_1}}}{sd_{x_{0T_1}}} = \frac{97.56 - 92.72}{6.97} = 0.695,$$

$$Z_{x_{A_{T_2}}} = \frac{x_{A_{T_2}} - \overline{x_{0T_2}}}{sd_{x_{0T_2}}} = \frac{87.45 - 92.58}{6.57} = -0.781,$$

$$Z_{x_{A_T}} = w_1 * Z_{x_{A_{T_1}}} + w_2 * Z_{x_{A_{T_2}}} = 0.51 * 0.695 + 0.49 * (-0.781) = -0.028$$

2) Educational Opportunities and Access

$$Z_{x_{A_{EO_1}}} = \frac{x_{A_{EO_1}} - \overline{x_{0EO_1}}}{sd_{x_{0EO_1}}} = \frac{5.38 - 4.53}{2.06} = 0.413,$$

$$Z_{x_{A_{EO_2}}} = \frac{x_{A_{EO_2}} - \overline{x_{0EO_2}}}{sd_{x_{0EO_2}}} = \frac{1.15 - 0.47}{1.96} = 0.347,$$

$$Z_{x_{A_{EO}}} = w_1 * Z_{x_{A_{EO_1}}} + w_2 * Z_{x_{A_{EO_2}}} = 0.5 * 0.413 + 0.5 * 0.347 = 0.38$$

3) Assessment

$$Z_{x_{A_{A_1}}} = \frac{x_{A_{A_1}} - \overline{x_{0A_1}}}{sd_{x_{0A_1}}} = \frac{121.86 - 103.19}{31.65} = 0.59,$$

$$Z_{x_{A_{A_2}}} = \frac{x_{A_{A_2}} - \overline{x_{0A_2}}}{sd_{x_{0A_2}}} = \frac{0.0 - 44.46}{30.08} = -1.44,$$

$$Z_{x_{A_{A_3}}} = \frac{x_{A_{A_3}} - \overline{x_{0A_3}}}{sd_{x_{0A_3}}} = \frac{26.09 - 20.98}{14.45} = 0.353,$$

$$Z_{x_{A_{A_4}}} = \frac{x_{A_{A_4}} - \overline{x_{0A_4}}}{sd_{x_{0A_4}}} = \frac{73.91 - 79.02}{14.96} = -0.341,$$

$$Z_{x_{A_{A_5}}} = \frac{x_{A_{A_5}} - \overline{x_{0A_5}}}{sd_{x_{0A_5}}} = \frac{134.27 - 101.1}{34.2} = 0.97,$$

$$\begin{aligned}
z_{x_{A,A}} &= w_1 * z_{x_{A,A_1}} + w_2 * z_{x_{A,A_2}} + w_3 * z_{x_{A,A_3}} + w_4 * z_{x_{A,A_4}} + w_5 * z_{x_{A,A_5}} \\
&= 0.4 * 0.59 + 0.3 * (-1.44) + 0.15 * 0.353 + 0.05 * (-0.341) + 0.1 * 0.97 \\
&= -0.063
\end{aligned}$$

4) Total Standard Score

$$z_{x_A} = \left( z_{x_{A,T}} + z_{x_{A,EO}} + z_{x_{A,A}} \right) \div 3 = (-0.028 + 0.38 + (-0.063)) \div 3 = 0.096$$

5) Put the scale on 100 point metric

After getting the Z-score:

If  $Z < -3$ ,  $Z_{100} = 0$

else if  $Z > 3$ ,  $Z_{100} = 100$

else  $Z_{100} = (Z + 3) * (100/6)$  [rounded to integer value]

( $Z$  = computed z-score;  $Z_{100}$  = converted to 100 point scale)

Table 2. Standard scores for sample schools

| School | Transition | Ed. Opp. & Access | Assessment | Total Std. Score | 100 Point Scale |
|--------|------------|-------------------|------------|------------------|-----------------|
| A      | -0.028     | 0.380             | -0.063     | 0.096            | 51.602          |
| B      | 0.581      | -0.301            | 0.388      | 0.223            | 53.711          |
| C      | 0.261      | -0.711            | -0.007     | -0.153           | 47.456          |
| D      | 0.376      | 1.238             | -0.388     | 0.409            | 56.813          |
| E      | -0.291     | 0.051             | 0.402      | 0.054            | 50.900          |
| F      | -0.423     | 0.084             | 0.341      | 0.001            | 50.010          |

For those tenets with indicators employing different scales, each indicator is standardized, and a final score calculated from the weighted sum of the standardized scores. Standardized scores are calculated by first transforming values for each of the three indicators into z-scores as follows:

$$z = \frac{x - \mu}{\sigma}$$

Cut points are then set for the total score of each tenet.

# Wakefield Community Schools

## District Snapshot

- 546

 Students PK-12
- 14

 Classified Staff (Instructional)
- 43.5

 Certified Teachers
- 15

 Classified Staff (Non-Instructional)
- 3

 Administrators

Number of Meals Served

- ✓ Breakfast - 24,099
- ✓ Lunch - 73,940

Graduation Rate - 99%

College Going Rate - 80%

Daily Attendance Rate - 95%

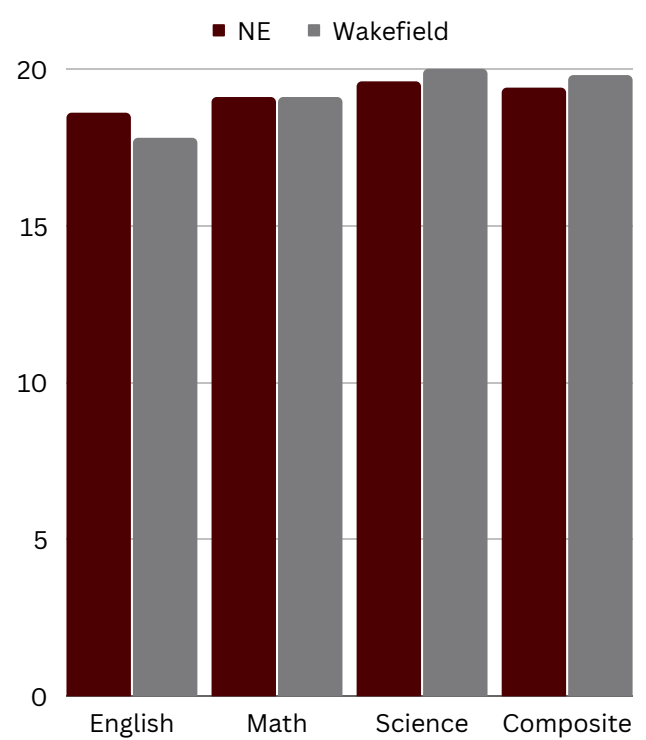
### Wakefield Enrollment

| Year      | Elementary | High School | Total |
|-----------|------------|-------------|-------|
| 2021-2022 | 334        | 212         | 546   |
| 2020-2021 | 333        | 218         | 551   |
| 2019-2020 | 333        | 217         | 550   |
| 2018-2019 | 333        | 207         | 540   |
| 2017-2018 | 296        | 202         | 498   |

### Race/Ethnicity

|                                            | PK-12 | District |
|--------------------------------------------|-------|----------|
| Hispanic                                   | 322   | 59%      |
| White                                      | 222   | 41%      |
| American Indian/Alaska Native              | 1     | 0.002%   |
| Asian                                      | 0     | 0%       |
| Black or African American                  | 0     | 0%       |
| Native Hawaiian or Other Pacifica Islander | 0     | 0%       |
| Two or More Races                          | 1     | 0.002%   |

### ACT Scores



### Student Population

| Characteristics       | State  | District |
|-----------------------|--------|----------|
| English Learners      | 7.8%   | 26.7%    |
| Free/Reduced Lunch    | 41.3%  | 54.2%    |
| High Ability Learners | 12.6%  | 9.7%     |
| Special Education     | 15.92% | 12.61%   |

*Home of the Trojans*

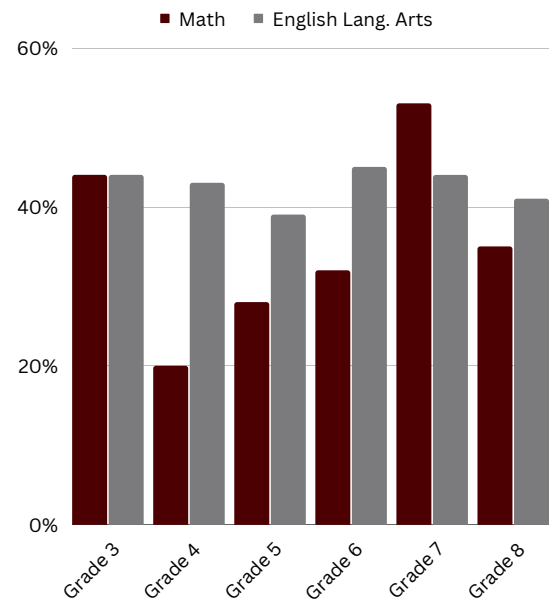
# Wakefield Community Schools

## District Snapshot

### Budget Information

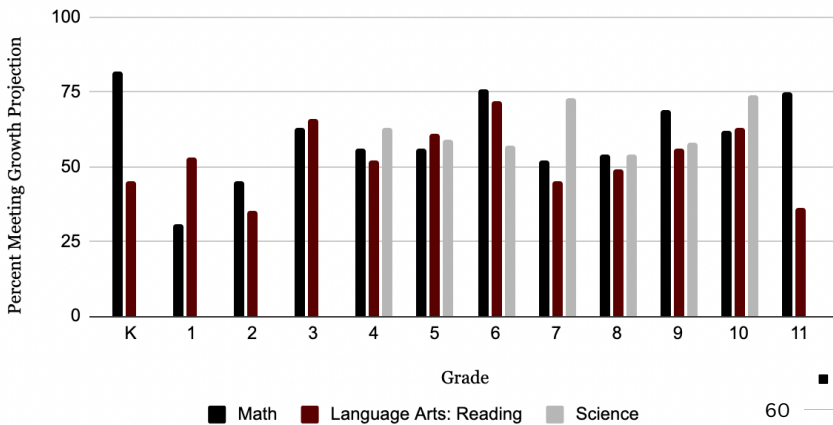
|                            | 2021-2022     | 2020-2021     | 2019-2020     | 2018-2019     |
|----------------------------|---------------|---------------|---------------|---------------|
| District Valuation         | \$505,707,580 | \$495,884,894 | \$503,518,452 | \$489,013,718 |
| % of Change                | 1.98%         | -1.54%        | 2.97%         | -1.86%        |
| General Fund Levy          | \$0.9596      | \$0.9329      | \$0.9385      | \$0.9315      |
| Special Building Fund Levy | \$0.0373      | \$0.0306      | \$0.0251      | \$0.0152      |
| Total Levy                 | \$0.9867      | \$0.9873      | \$0.9784      | \$0.9975      |
| 1¢ of tax generates        | \$50,571      | \$49,588      | \$50,352      | \$48,901      |

### Percent of Students Proficient on NSCAS Math and English Language Arts

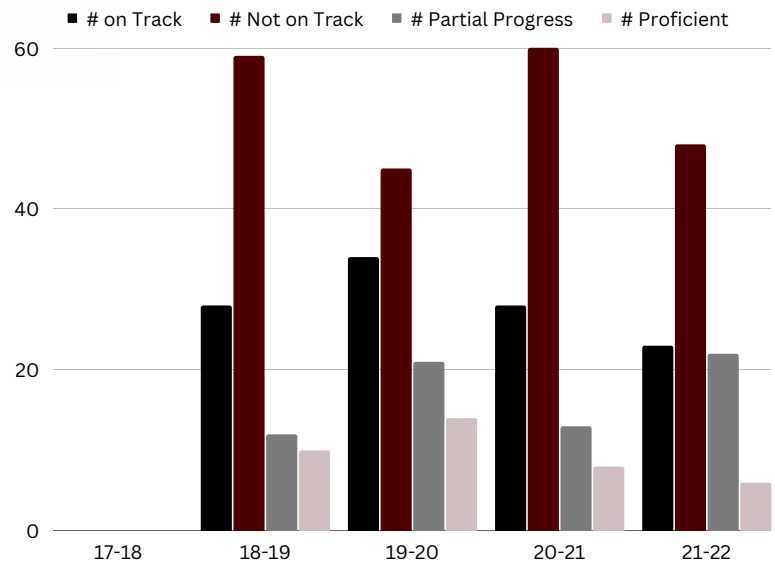


### MAP Data: Fall 2021-Spring 2022

Number of Students Who Met Their Growth Projection Rate



### ELPA 21 On Track Status



Wakefield  
Community Schools  
802 Highland Street  
Wakefield, NE. 68784  
402-287-2012

Wakefield Community Schools  
Superintendent Board Report  
December 2021

- State Education Conference
  
- Legislative Preview Conference
  
- Instructional Hours Report:
  - Since we've already had a full snow day, early out, and a late start, I wanted to ensure you knew about the possibility of make-up days. First, I would wait to plan on a trip to the Bahamas May 24-26. However, there are other options if need be.
  
  - We are not obligated by Rule 10 to be in school for a mandated number of days. It comes down to "Instructional Units." Grades 9-12 must be in session for 1080 Instructional Units, and grades 1-8 must meet a 1032 minimum. K must meet for at least 400 Instructional Units. An Instructional Unit is an hour of instruction, not a period, but an actual hour, 60 minutes. Additionally, grades 9-12 must meet specific Instructional Units minimums for each content area.
  
  - So, where do we stand right now? We have about 2 and 3/4th of days before we hit the threshold of adding days. Adding days could mean a variety of options. We could add days May 24-26 or have student days March 27 and/or April 24th. If we did use both PD days as student days, I would add March 13 as a PD day if both of those PD days are used as student days. I will not mess with Easter Break. Those days are off-limits. You can plan your Easter weekend knowing April 7 and 10 will not be touched.
  
  - Another option, which is more of a priority for grades 9-12, is E-Learning days. For a day to count, we must have legitimate learning happening, and we must take attendance. Absences will count. One very real challenge of E-Learning days is the internet access of our students. Each building principal will go into more detail about how that will work.
  
  - Another aspect of snow days is teacher contract days. Certified staff is contracted for 185 days. I will communicate to the Board that even though we have snow days, teachers are still grading papers, planning lessons, and ensuring they are fulfilling their duties. Realistically certified staff are salaried employees. You are paid to do a job, not put in time on a particular schedule. However, teachers also contract employees. You can be compelled to fulfill the

days of your contract. We may require teachers to document job-related activities if we have a lot of snow days. Please don't worry- we will not require staff to report when school is canceled.

- AQuESTT Report
  - In addition to assessment results, Nebraska released accountability ratings. State and federal law require the NDE to annually classify and designate schools to provide signals for specific supports. Nebraska's system, AQuESTT - helps ensure all students across all backgrounds and circumstances have access to opportunities and success. AQuESTT annually classifies schools and districts as Excellent, Great, Good, and Needs Support to Improve.
  - Wakefield Elementary received a classification of Good for the 2021-2022 School year.
  - Wakefield High School was classified as Excellent for the 2021-2022 School year.
  - Overall, Wakefield Community School District was classified as Good for the 2021-2022 School year.
  
- The following are among the key findings from this year's NSCAS:
  - 42% of Wakefield students across all grade levels (3-8) were considered proficient in English Language Arts (performing at the On Track or Advanced level), and 36% were proficient in Math.
  - More than 74% of Wakefield students (grades 5 and 8) were proficient on the NSCAS Science assessment, a new assessment this year that measures against the state's rigorous science standards.
  - As juniors at the high school level, the Wakefield Class of 2023 were 53% proficient in ELA, 63% in Math, and 69% in Science on the ACT test.
  - Overall proficiency on the ACT improved by over 23% from the previous year.
  - 100% of our students take the state assessments.
  - Wakefield must focus on historically marginalized student groups that were particularly impacted. Achievement gaps that were present before disruptions in teaching and learning widened after the pandemic. English learners saw the greatest declines in assessment results.

|                               | Current 12-12-22 | 2022-2023                           | 2021-2022  | 2020-2021  | 2019-2020  | 2018-2019  | 2017-2018  |
|-------------------------------|------------------|-------------------------------------|------------|------------|------------|------------|------------|
| <b>Grade</b>                  |                  |                                     |            |            |            |            |            |
| PK3                           | 21               | 21                                  | 28         | 28         | 33         | 40         |            |
| PK4                           | 37               | 36                                  | 42         | 42         | 42         | 38         |            |
| <b>Total PS</b>               | <b>58</b>        | <b>57</b>                           | <b>70</b>  | <b>70</b>  | <b>73</b>  | <b>78</b>  | <b>64</b>  |
| KG                            | 43               | 44                                  | 42         | 43         | 41         | 45         |            |
| 1                             | 42               | 41                                  | 42         | 42         | 39         | 32         |            |
| 2                             | 47               | 47                                  | 41         | 37         | 33         | 44         |            |
| 3                             | 42               | 42                                  | 36         | 31         | 43         | 35         |            |
| 4                             | 39               | 39                                  | 30         | 43         | 35         | 35         |            |
| 5                             | 31               | 31                                  | 42         | 32         | 34         | 37         |            |
| 6                             | 42               | 41                                  | 31         | 35         | 35         | 27         |            |
| <b>Total Elem</b>             | <b>286</b>       | <b>285</b>                          | <b>264</b> | <b>263</b> | <b>260</b> | <b>255</b> | <b>232</b> |
| 7                             | 31               | 34                                  | 35         | 39         | 35         | 33         |            |
| 8                             | 37               | 36                                  | 36         | 36         | 34         | 39         |            |
| 9                             | 39               | 39                                  | 40         | 34         | 37         | 31         |            |
| 10                            | 49               | 47                                  | 37         | 34         | 34         | 45         |            |
| 11                            | 38               | 40                                  | 31         | 26         | 43         | 32         |            |
| 12                            | 31               | 29                                  | 33         | 49         | 34         | 27         |            |
| <b>Total HS</b>               | <b>225</b>       | <b>225</b>                          | <b>212</b> | <b>218</b> | <b>217</b> | <b>207</b> | <b>202</b> |
| <b>Fall Membership (K-12)</b> | <b>511</b>       | <b>510</b>                          | <b>476</b> | <b>481</b> | <b>477</b> | <b>462</b> | <b>434</b> |
| <b>Total</b>                  | <b>569</b>       | <b>567</b>                          | <b>546</b> | <b>551</b> | <b>550</b> | <b>540</b> | <b>498</b> |
| PS-12 Difference              | 23               | 21                                  | -5         | 1          | 10         | 42         |            |
| K-12 Difference               | 35               | 34                                  | -5         | 4          | 15         | 28         |            |
|                               |                  |                                     |            |            |            |            |            |
| State Aid Formula             |                  | Fall<br>Memebership +<br>PK4 x 0.50 |            |            |            |            |            |
| Fall membership               |                  | 528                                 | 497        |            |            |            |            |
|                               |                  |                                     |            |            |            |            |            |
|                               |                  | 6.24%                               |            |            |            |            |            |

**Wakefield Community School  
Hearing Agenda for LB399 American Civics  
Monday, November 14, 2022 5:30 PM**

Posted Locations:

- Wakefield Post Office • BankFirst • Wakefield Republican School Main Entrance  
Posted Date: 11/10/2022

The Board of Education American Civics Hearing convened in open and public session on Monday, November 14, 2022 at 5:30 PM in the HS Computer Lab - Room 213 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 hearing and the hearing notice had been published/posted in a timely manner prior to the hearing date.

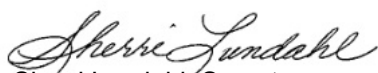
Call to Order

Hearing Agenda

**Entertain administrative reports, accept public testimony, and otherwise verify and confirm compliance with LB399: the Americanism Bill**

- Each calendar year, the Board must appoint three board members to the “Committee on American Civics.”
  - The Committee on American Civics must meet at least twice per year. One meeting must include public testimony. The Committee is to keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed.
  - During the meetings, the Committee is to review the social studies curriculum to ensure that it aligns with NDE standards and LB 399’s requirements.
- Students between eighth grade and twelfth grade must complete one of the following:
  - Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
  - Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body . . . followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
  - Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed below.
- For grade levels below sixth grade, at least one hour per week is to be devoted to exercises or teaching American history topics (including those listed in LB 399).
- For grade levels between fifth grade and eighth grade, there must be time “set aside” for the teaching of American history (including those topics listed in LB 399).
- In at least two courses in every high school, time shall be devoted to the teaching of civics and American history (as outlined in LB 399).
- “Appropriate patriotic exercises” are to be held on George Washington’s birthday, Abraham Lincoln’s birthday, Dr. Martin Luther King, Jr.’s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day, or on the day or week preceding or following such holiday, if the school is in session.

**Adjournment at 5:36pm**

  
Sherri Lundahl, Secretary

  
Becky Gothier, Recording Secretary

**Wakefield Community School  
Board of Education Regular Meeting  
Monday, November 14, 2022 Immediately Following American Civics Hearing**

Posted Locations:

- Wakefield Post Office • BankFirst • Wakefield Republican • School Main Entrance  
Posted Date: 11/10/2022

The Board of Education Regular Meeting convened in open and public session on Monday, November 14, 2022 at Immediately Following American Civics Hearing in the HS Computer Lab - Room 213 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 5:36pm:**

**Present:** Bree Brown, Josh Dorcey, Jeffrey Keagle, Sherri Lundahl, Eric Riewer

**Absent:** Jim Litchfield

Present: 5, Absent: 1.

### **Approval of Agenda**

Motion to approve the agenda Passed with a motion by Josh Dorcey and a second by Jeffrey Keagle.

Yea: Brown, Dorcey, Keagle, Lundahl, Riewer

Yea: 5, Nay: 0

### **Awards and Special Recognition**

- Cade Johnson, Madison Borg and Gabriela Arriaza were nominated and received the Local Believers and Achievers Award.
- Academic All-State for the Fall Sports Season:
  - Football: Cade Johnson
  - Volleyball: Katie Borg & Jordan Metzler
  - Play Production: Gabriela Arriaza & Ashlyn Vazquez
- All District Football Recipients: 1<sup>st</sup> Team: Cade Johnson, Walker Lundahl, Brad Haglund; Honorable Mention: Isaac Walsh, Mathew Ladely, Timothy Kaufman
- All-Conference Volleyball Recipients: 1<sup>st</sup> Team: Alex Arenas, Jordan Metzler, Daveigh Munter-McAfee; Honorable Mention: Alli Brown

### **Reports**

#### **Activities Director Report**

- Jr. High Wrestling is underway. 13 total – combination of boys and girls
- HS Volleyball was the regular season champions of the Lewis Division, they were undefeated in the regular season against all the teams in our division. Finished District Runners-Up.
- Winter Sports Participation:
  - Girls Basketball – 9
  - Boys Basketball – 20
  - Boys Wrestling – 18
  - Girls Wrestling – 5
- Kent Emswiler resigned as head girls' basketball coach. Cory Brown will be the head coach this season with Kylie Hammer as the assistant.

- Credit Recovery – Jose Rodriguez completed his program of study on October 21 and Maynor Vargas completed his program of study on October 24.

**Elementary Principal Report**

- There continues to be a large number of students participating in Afterschool Programs.
- We partnered with the Farm Bureau for Agriculture in the Classroom presentations. These were held on November 8<sup>th</sup>.
- One Book, One School will begin in the upcoming months. This year we will be reading the book *The One and Only Ivan*. Each family will get a copy of the book and will be encouraged to take part in nightly activities.
- Current Enrollment:

|                      |                                        |
|----------------------|----------------------------------------|
| PK 3 – 19            | PK 4 - 37                              |
| Kindergarten – 43    | 1 <sup>st</sup> – 42                   |
| 2 <sup>nd</sup> – 47 | 3 <sup>rd</sup> – 43                   |
| 4 <sup>th</sup> – 39 | 5 <sup>th</sup> – 31                   |
| 6 <sup>th</sup> – 42 | <b>Total PK – 6<sup>th</sup> - 343</b> |

**Secondary Principal Report**

- Motivational speaker, Austin Lanier, presented to 7-12 grade students during Red Ribbon Week.
- Sophomores attended Career Day at Wayne State College.
- One World Club trick-or-treated for canned goods for the food pantry.
- Mrs. Virgil organized a visit from the Mobile Beef Lab.
- Mrs. Galles took her nutrition class to the Human Performance Lab at Wayne State College.
- Mrs. Rose has started a weekly 8<sup>th</sup> grade girls restorative circle to address character building and problem-solving skills.
- Our SEBL team met and have scheduled dates for 2 community events next semester. The team is looking to invite presenters to address bullying, cyber safety, and mental health awareness.
- The District Leadership Team sent out surveys to students, community, and parents to gather feedback on school-wide behavior expectations.
- Secondary student problem-solving teams created a classroom behavior data form. The teams met for the first time to review surface data in the areas of behavior, attendance, and grades. The next steps are to look deeper into the surface data and create interventions for students who have been identified as needing tier 2 support.

**Superintendent Report**

- Students, Staff, Parent, Board and Community Surveys are complete. Mr. Farup met with CMBA last week to go over the results. CMBA will visit the school for the day this week to observe how existing facilities are used and to see for themselves the needs we have. CMBA will present to the Board in December.
- Carol Salva, an award-winning educator and author specializing in unschooled/under-schooled, multilingual learners, provided all instructional staff training. Each staff member was given a copy of the book *7 Steps to Language-rich, Interactive Classroom*.
- The Farm Credit Services of America organization will sponsor a mobile food pantry in Wakefield on December 12 from 4:00-6:00. The pantry is set up as a drive-thru outdoors, where card will pull up, receive a community pantry box, a produce box, and a loaf of Rotella’s bread, and then they drive away, no questions asked as far as income, residency, etc.
- EHA Board of Directors has announced the rate and benefit change decisions for the 2023-24 contract year, effective September 1, 2023. The overall rate increase is 6.87%.

**Board Committee Reports**

**Board Policy**

- Committee needs to meet to add the MTSS element to our policies,

**American Civics, Curriculum & Technology**

- Held semi-annual hearing prior to tonight’s meeting.

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

### **WEA**

- Meg Rose, High School Guidance Counselor, shared with the board what the guidance area has been up to so far this year and what is coming up.
- 4-Year-Old Preschool teachers, Sam Schumer and Michele Kota, discussed what is going on in Preschool.

## **Discussion and Action Items**

### **Consent Agenda**

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

Yea: Brown, Dorcey, Keagle, Lundahl, Riewer

Yea: 5, Nay: 0

Bills were reviewed by the Finance Committee and approved as follow: General: \$477,396.64; Depreciation: \$3,400.00; Lunch: \$53,925.44; Payroll: \$273,084.84; Special Building: \$40,897.01; Activities: \$25,788.65.

### **Discuss and take appropriate action on approval of a new lease for the Elementary and High School copiers.**

Our current contract with RTI for the elementary and high school copiers will end in December 2022. As of September 20, 2022, the elementary copier had printed 2,263,405 copies and the high school copier 1,824,083 during our 5-year contract. Our monthly average of copies/prints are 45,038 black & white and 24,919 color. Proposals were received from RTI and Century Business Products. The significant difference between the two proposals is the RTI is a set monthly amount based on our average volume. Century Business Products is a set monthly amount for the copier and then a per page cost for each copy/print.

Motion to accept RTI's proposal for a 4-year contract for the elementary and high school copiers passed with a motion by Dorcey and a second by Lundahl.

Yea: Brown, Dorcey, Keagle, Lundahl, Riewer

Yea: 5, Nay: 0

### **Hold for discussion and take appropriate action on the request by the Wakefield Education Association to be certified as the exclusive bargaining unit for the 2024-25 contract year.**

This is a necessary formality in order to initiate the collective bargaining process.

Motion to certify the Wakefield Education Association as the exclusive bargaining unit for the certified teachers for the 2024-25 contract year passed with a motion by Keagle and a second by Dorcey.

Yea: Brown, Dorcey, Keagle, Lundahl, Riewer

Yea: 5, Nay: 0

### **Upcoming Dates and Times**

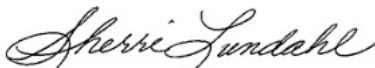
- December 7 – Strategic Planning Committee – SOC Meeting – 6:30
- December 8 – Elementary Christmas Concert
- December 12 – Mobile Food Pantry – Circle Drive – 4:00 – 6:00
- December 12 – Regular Board Meeting – 6:00
- December 15 – JH & High School Christmas Concert – 5:30 and 7:00 at Little Red Hen Theater

### **Adjournment**

Motion to adjourn the meeting at 6:54pm passed with a motion by Keagle and a second by Dorcey.

Yea: Brown, Dorcey, Keagle, Lundahl, Riewer

Yea: 5, Nay: 0

  
Sherri Lundahl, Secretary

  
Becky Gothier, Recording Secretary

# Wakefield Community School

## Cash Summary Report

Accounting Cycle: FY22-23; Beginning Period: Period 03 (11/01/2022 - 11/30/2022) ; Ending Period: Period 03 (11/01/2022 - 11/30/2022) ; 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: 12/7/2022 4:13:03 PM

| Fund             | Description           | Beginning Balance     | Revenue             | Expenditure           | Other         | Ending Balance        | Encumbrances          | Liabilities   | Available             |
|------------------|-----------------------|-----------------------|---------------------|-----------------------|---------------|-----------------------|-----------------------|---------------|-----------------------|
| 01               | General Fund          | \$2,311,206.93        | \$241,361.55        | (\$725,888.00)        | \$0.00        | \$1,826,680.48        | (\$179,766.39)        | \$0.00        | \$1,646,914.09        |
| 02               | Depreciation Fund     | \$355,054.38          | \$332.17            | (\$3,400.00)          | \$0.00        | \$351,986.55          | \$0.00                | \$0.00        | \$351,986.55          |
| 03               | Employee Benefit Fund | \$68,703.20           | \$49.13             | \$0.00                | \$0.00        | \$68,752.33           | \$0.00                | \$0.00        | \$68,752.33           |
| 05               | Activity Fund         | \$52,663.29           | \$10,153.71         | (\$17,302.75)         | \$0.00        | \$45,514.25           | \$0.00                | \$0.00        | \$45,514.25           |
| 06               | School Nutrition Fund | \$106,250.97          | \$51,135.84         | (\$60,922.38)         | \$0.00        | \$96,464.43           | \$0.00                | \$0.00        | \$96,464.43           |
| 07               | Bond Fund             | \$39,611.56           | \$28.32             | \$0.00                | \$0.00        | \$39,639.88           | \$0.00                | \$0.00        | \$39,639.88           |
| 08               | Special Building Fund | \$127,730.51          | \$3,071.23          | (\$21,030.64)         | \$0.00        | \$109,771.10          | \$0.00                | \$0.00        | \$109,771.10          |
| 09               | QCPUF Fund            | \$115,487.56          | \$1,471.67          | \$0.00                | \$0.00        | \$116,959.23          | \$0.00                | \$0.00        | \$116,959.23          |
| 11               | Interim Fund          | \$3,018.93            | \$2,126.11          | (\$2,025.00)          | \$0.00        | \$3,120.04            | \$0.00                | \$0.00        | \$3,120.04            |
| 12               | Student Fees Fund     | \$1,197.91            | \$0.00              | \$0.00                | \$0.00        | \$1,197.91            | \$0.00                | \$0.00        | \$1,197.91            |
| <b>Sub Total</b> |                       | <b>\$3,180,925.24</b> | <b>\$309,729.73</b> | <b>(\$830,568.77)</b> | <b>\$0.00</b> | <b>\$2,660,086.20</b> | <b>(\$179,766.39)</b> | <b>\$0.00</b> | <b>\$2,480,319.81</b> |

# Wakefield Community School

## Budget Report - November 30, 2022

**\*\* Have not allocated district budget to line items\*\***

| FUNCTION                                                                                                        | November Expenses | Current Budget | Actuals (YTD) | Encumbrances (YTD) | Available | % of Budget |
|-----------------------------------------------------------------------------------------------------------------|-------------------|----------------|---------------|--------------------|-----------|-------------|
| 01100 - Regular Instruction                                                                                     | \$283,506.24      | \$0.00         | \$837,664.60  | \$89,288.98        |           |             |
| 01125 - Regular Instructional Programs School Age (Flex-Spending)                                               | \$2,145.56        | \$0.00         | \$6,436.68    | \$0.00             |           |             |
| 01150 - Limited English Proficiency Programs                                                                    | \$24,782.20       | \$0.00         | \$73,796.23   | \$224.69           |           |             |
| 01160 - Poverty Programs                                                                                        | \$26,660.29       | \$0.00         | \$79,986.68   | \$0.00             |           |             |
| 01190 - Early Childhood Educational Programs                                                                    | \$19,041.08       | \$0.00         | \$58,267.17   | \$1,390.04         |           |             |
| 01200 - Special Education Instructional Programs - School Age                                                   | \$63,098.41       | \$0.00         | \$173,998.53  | \$211.80           |           |             |
| 01291 - Special Education Instructional Programs - Ages 3-5                                                     | \$7,874.14        | \$0.00         | \$19,415.15   | \$0.00             |           |             |
| 01300 - Summer School                                                                                           | \$0.00            | \$0.00         | \$54.76       | \$0.00             |           |             |
| 02120 - Guidance Services                                                                                       | \$8,818.45        | \$0.00         | \$25,950.80   | \$0.00             |           |             |
| 02130 - Health Services                                                                                         | \$3,817.66        | \$0.00         | \$12,552.71   | \$0.00             |           |             |
| 02141 - Psychological Services - SPED - School Age                                                              | \$26,750.00       | \$0.00         | \$26,750.00   | \$0.00             |           |             |
| 02151 - Speech Pathology and Audiology Services - SPED - School Age                                             | \$26,788.75       | \$0.00         | \$28,549.73   | \$0.00             |           |             |
| 02161 - Occupational Therapy-Related Services - SPED - School Age                                               | \$4,320.00        | \$0.00         | \$4,320.00    | \$0.00             |           |             |
| 02171 - Physical Therapy-Related Services - SPED - School Age                                                   | \$1,703.00        | \$0.00         | \$1,703.00    | \$0.00             |           |             |
| 02190 - Support Services - Student - Other                                                                      | \$1,995.82        | \$0.00         | \$11,990.44   | \$0.00             |           |             |
| 02213 - Instructional Staff Training                                                                            | \$140.00          | \$0.00         | \$1,858.35    | \$0.00             |           |             |
| 02220 - Library or Media Services                                                                               | \$3,385.61        | \$0.00         | \$10,548.37   | \$358.96           |           |             |
| 02310 - Board of Education                                                                                      | \$2,459.25        | \$0.00         | \$18,139.25   | \$1,992.00         |           |             |
| 02320 - Executive Administration                                                                                | \$15,586.14       | \$0.00         | \$47,413.48   | \$332.00           |           |             |
| 02330 - District Legal Services                                                                                 | \$0.00            | \$0.00         | \$1,332.50    | \$0.00             |           |             |
| 02410 - Office of the Principal                                                                                 | \$30,516.76       | \$0.00         | \$92,868.13   | \$0.00             |           |             |
| 02510 - Fiscal Services                                                                                         | \$10,409.78       | \$0.00         | \$42,166.97   | \$0.00             |           |             |
| 02570 - Personnel Services                                                                                      | \$0.00            | \$0.00         | \$326.00      | \$0.00             |           |             |
| 02580 - Administrative Technology Service                                                                       | \$9,539.51        | \$0.00         | \$30,675.66   | \$21,163.00        |           |             |
| 02610 - Operation of Buildings                                                                                  | \$48,937.95       | \$0.00         | \$125,512.82  | \$47,563.95        |           |             |
| 02630 - Care and Upkeep of Grounds                                                                              | \$21,872.74       | \$0.00         | \$27,850.18   | \$49.90            |           |             |
| 02670 - Safety                                                                                                  | \$450.00          | \$0.00         | \$3,470.73    | \$0.00             |           |             |
| 02710 - Vehicle Operation and Purchasing - Regular Education                                                    | \$15,761.51       | \$0.00         | \$43,658.91   | \$0.00             |           |             |
| 02712 - Vehicle Operation and Purchasing - School Age SPED                                                      | \$0.00            | \$0.00         | \$132.27      | \$0.00             |           |             |
| 02730 - Vehicle Servicing and Maintenance - Regular Education                                                   | \$1,968.67        | \$0.00         | \$11,309.20   | \$0.00             |           |             |
| 03535 - High Ability Learners                                                                                   | \$47.29           | \$0.00         | \$141.87      | \$0.00             |           |             |
| 06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies | \$17,289.20       | \$0.00         | \$52,318.32   | \$1,872.80         |           |             |
| 06408 - IDEA Part B Base & Enrollment Poverty Allocation                                                        | \$12,545.25       | \$0.00         | \$12,514.50   | \$0.00             |           |             |
| 06690 - Federal Services - Other Federal Non-Categorical Expenditures                                           | \$750.00          | \$0.00         | \$1,981.33    | \$0.00             |           |             |
| 06700 - Federal Services - Federal Vocational and Applied Technology Education (Carl Perkins)                   | \$3,199.88        | \$0.00         | \$5,074.88    | \$0.00             |           |             |
| 06925 - Federal Services - Title III ESSA - ELL                                                                 | \$9,430.25        | \$0.00         | \$16,711.98   | \$0.00             |           |             |

| <b>FUNCTION</b>                                                     | <b>November Expenses</b> | <b>Current Budget</b> | <b>Actuals (YTD)</b>  | <b>Encumbrances (YTD)</b> | <b>Available</b>      | <b>% of Budget</b> |
|---------------------------------------------------------------------|--------------------------|-----------------------|-----------------------|---------------------------|-----------------------|--------------------|
| 06988 - Expanded Learning Collaborative Afterschool - ARP ESSER III | \$4,923.99               | \$0.00                | \$12,119.27           | \$15,318.27               |                       |                    |
| 06990 - Federal Services - Other Federal Categorical Receipts       | \$13.89                  | \$0.00                | \$13.89               | \$0.00                    |                       |                    |
| 06992 - Federal Services - REAP                                     | \$2,181.25               | \$0.00                | \$13,001.18           | \$0.00                    |                       |                    |
| 06998 - Emergency Relief - ESSER III                                | \$13,177.48              | \$0.00                | \$39,387.73           | \$0.00                    |                       |                    |
| <b>General Fund Grand Total</b>                                     | <b>\$725,888.00</b>      | <b>\$9,771,000.00</b> | <b>\$1,971,964.25</b> | <b>\$179,766.39</b>       | <b>\$7,619,269.36</b> | <b>77.98</b>       |
| <b>Previous Year</b>                                                | <b>\$626,910.41</b>      | <b>\$8,349,134.78</b> | <b>\$1,847,423.86</b> | <b>\$79,694.24</b>        | <b>\$6,422,016.68</b> | <b>76.92</b>       |

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

|                                                 |            |                                     |
|-------------------------------------------------|------------|-------------------------------------|
| <b>BALANCE AS OF NOVEMBER 1, 2022</b>           |            | <b>\$2,311,206.93</b>               |
| <b>REVENUE</b>                                  |            |                                     |
| Various Summer Insurance Premium Reimb.         | 184.87     |                                     |
| iPad Deposit                                    | 30.00      |                                     |
| Cap & Gown Reimbursement                        | 49.88      |                                     |
| Retiree Premiums                                | 115.68     |                                     |
| EMC - 2011 Van Damage Deductible                | 2,456.40   |                                     |
| High Ability Learners Grant                     | 5,497.00   |                                     |
| SON - State Aid                                 | 143,802.00 |                                     |
| Dixon County - Proceeds                         | 75,802.39  |                                     |
| Wayne County- Proceeds                          | 11,865.69  |                                     |
| Bank - Interest                                 | 1,908.07   |                                     |
| <b>TOTAL REVENUE</b>                            |            | <b><u><u>\$241,711.98</u></u></b>   |
| <b>EXPENSES</b>                                 |            |                                     |
| November Payables                               | 460,740.03 |                                     |
| November Payroll                                | 265,498.40 |                                     |
| <b>TOTAL EXPENDITURES</b>                       |            | <b><u><u>\$726,238.43</u></u></b>   |
| <b>TOTAL</b>                                    |            | <b><u><u>\$1,826,680.48</u></u></b> |
| <br><b>GENERAL FUND AS OF NOVEMBER 30, 2022</b> |            | <br><b>\$1,826,680.48</b>           |

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

**BALANCE AS OF NOVEMBER 1, 2022** **\$127,730.51**

**REVENUE**

|                             |          |                                 |
|-----------------------------|----------|---------------------------------|
| GiveCampus Online Donations | 110.00   |                                 |
| Dixon County - Proceeds     | 2,600.98 |                                 |
| Wayne County- Proceeds      | 241.42   |                                 |
| Bank - Interest             | 118.83   |                                 |
| <b>TOTAL REVENUE</b>        |          | <u><u><b>\$3,071.23</b></u></u> |

**EXPENSES**

|                           |           |                                  |
|---------------------------|-----------|----------------------------------|
| Brian Mattes              | 21,030.64 |                                  |
| <b>TOTAL EXPENDITURES</b> |           | <u><u><b>\$21,030.64</b></u></u> |

|              |  |                                   |
|--------------|--|-----------------------------------|
| <b>TOTAL</b> |  | <u><u><b>\$109,771.10</b></u></u> |
|--------------|--|-----------------------------------|

**SPECIAL BUILDING FUND AS OF NOVEMBER 30, 2022** **\$109,771.10**

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 09/01/2022 to 11/30/2022.

| Site ID          | Site Name                         | Beginning Cash | Receipts  | Disbursements | Adjustments | Cash Balance |
|------------------|-----------------------------------|----------------|-----------|---------------|-------------|--------------|
| Group ID         | Group Name                        |                |           |               |             |              |
| Activity ID      | Activity Name                     |                |           |               |             |              |
| <b>WCS</b>       | <b>Wakefield Community School</b> |                |           |               |             |              |
| <b>A</b>         | <b>ATHLETICS</b>                  |                |           |               |             |              |
| 100              | FOOTBALL                          | 2,531.80       | 0.00      | 1,235.59      | 0.00        | 1,296.21     |
| 110              | VOLLEYBALL                        | 1,949.71       | 834.00    | 1,486.06      | 0.00        | 1,297.65     |
| 125              | BOYS BASKETBALL                   | 4,444.84       | 4,802.00  | 4,034.89      | 0.00        | 5,211.95     |
| 130              | GIRLS BASKETBALL                  | 1,319.86       | 0.00      | 606.26        | 0.00        | 713.60       |
| 145              | TRACK                             | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 160              | NEW UNIFORMS                      | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| 170              | WRESTLING                         | 2,318.25       | 0.00      | 0.00          | 0.00        | 2,318.25     |
| 175              | GEN ATHLETICS                     | -17,120.73     | 16,457.87 | 25,766.07     | 0.00        | -26,428.93   |
| 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       |
| GIRLSW           | GIRLS WRESTLING                   | 0.00           | 0.00      | 0.00          | 0.00        | 0.00         |
| <b>A Totals:</b> |                                   | -3,956.27      | 22,093.87 | 33,128.87     | 0.00        | -14,991.27   |
| <b>B</b>         | <b>CLASSES</b>                    |                |           |               |             |              |
| 212              | CLASS OF 2023                     | 448.99         | 0.00      | 0.00          | 0.00        | 448.99       |
| 215              | CLASS OF 2024                     | 1,010.18       | 1,245.25  | 0.00          | 0.00        | 2,255.43     |
| 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> |                                   | 3,350.08       | 1,245.25  | 0.00          | 0.00        | 4,595.33     |

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 09/01/2022 to 11/30/2022.

| Site ID<br>Group ID | Site Name<br>Group Name | 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            | 2,398.67         | 0.00             | 0.00             | 0.00         | 2,398.67         |
| 305                 |                         | DISTRICT 7 FCCLA       | 6,437.37         | 0.00             | 795.00           | 0.00         | 5,642.37         |
| 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                   | 6,672.13         | 2,395.48         | 1,283.93         | 0.00         | 7,783.68         |
| 320                 |                         | ANNUAL                 | 1,185.94         | 5,278.00         | 6,317.83         | 0.00         | 146.11           |
| 325                 |                         | TOTAD                  | 0.00             | 0.00             | 0.00             | 0.00         | 0.00             |
| 330                 |                         | FCCLA                  | 4,360.78         | 7,138.00         | 6,475.94         | 0.00         | 5,022.84         |
| 335                 |                         | STUCO                  | 3,219.46         | 0.00             | 27.72            | 0.00         | 3,191.74         |
| 340                 |                         | SPEECH & DRAMA         | 0.00             | 0.00             | 0.00             | 0.00         | 0.00             |
| 345                 |                         | ONE ACT                | -57.60           | 180.00           | 1,245.08         | 0.00         | -1,122.68        |
| 346                 |                         | ART CLUB               | 1,713.68         | 0.00             | 502.48           | 0.00         | 1,211.20         |
| 355                 |                         | TROJAN ZONE            | 2,862.88         | 865.00           | 889.08           | 0.00         | 2,838.80         |
| 385                 |                         | LIBRARY                | 1,809.85         | 1,624.86         | 0.00             | 0.00         | 3,434.71         |
| 395                 |                         | HOMECOMING             | -284.10          | 405.00           | 1,257.17         | 0.00         | -1,136.27        |
| 401                 |                         | CHEER SQUAD            | 0.00             | 0.00             | 0.00             | 0.00         | 0.00             |
| 501                 |                         | COLOR GUARD            | 608.46           | 310.00           | 576.00           | 0.00         | 342.46           |
| 553                 |                         | ELEMENTARY STUCO       | 84.68            | 0.00             | 126.22           | 0.00         | -41.54           |
| 578                 |                         | SKILLS USA             | 1,433.56         | 50.00            | 0.00             | 0.00         | 1,483.56         |
| 581                 |                         | FCA                    | 416.53           | 0.00             | 0.00             | 0.00         | 416.53           |
| 902                 |                         | EDUCATION CLUB         | 464.04           | 0.00             | 0.00             | 0.00         | 464.04           |
| CHEER               |                         | CHEER GROUP            | 0.00             | 1,040.00         | 1,003.93         | 0.00         | 36.07            |
| EDURIS              |                         | EDUCATORS RISING       | 500.00           | 240.00           | 324.00           | 0.00         | 416.00           |
| OWORLDC             |                         | ONE WORLD CLUB         | 500.00           | 330.00           | 68.12            | 0.00         | 761.88           |
| <b>C Totals:</b>    |                         |                        | <b>37,380.47</b> | <b>19,856.34</b> | <b>20,892.50</b> | <b>0.00</b>  | <b>36,344.31</b> |
| <b>D</b>            | <b>CONCESSIONS</b>      |                        |                  |                  |                  |              |                  |
| 400                 |                         | CONCESSIONS            | -558.57          | 6,631.55         | 4,504.42         | -9.25        | 1,559.31         |
| <b>D Totals:</b>    |                         |                        | <b>-558.57</b>   | <b>6,631.55</b>  | <b>4,504.42</b>  | <b>-9.25</b> | <b>1,559.31</b>  |

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 09/01/2022 to 11/30/2022.

| Site ID<br>Group ID | Site Name<br>Group Name | Activity ID | Activity Name             | Beginning Cash   | Receipts        | Disbursements   | Adjustments | Cash Balance     |
|---------------------|-------------------------|-------------|---------------------------|------------------|-----------------|-----------------|-------------|------------------|
| E                   | MISC                    |             |                           |                  |                 |                 |             |                  |
|                     |                         | 350         | SCHOLARSHIPS              | 1,000.00         | 0.00            | 0.00            | 0.00        | 1,000.00         |
|                     |                         | 390         | STUDENT ASSISTANCE        | 2,720.65         | 0.00            | 0.00            | 0.00        | 2,720.65         |
|                     |                         | 502         | YOUTH FOUNDATION          | 750.00           | 0.00            | 0.00            | 0.00        | 750.00           |
|                     |                         | 503         | LOUNGE                    | -66.27           | 141.05          | 807.00          | 0.00        | -732.22          |
|                     |                         | 505         | CHECKING INTEREST         | 247.62           | 124.36          | 0.00            | 0.00        | 371.98           |
|                     |                         | 510         | CD Plus Interest          | 2,701.60         | 0.00            | 0.00            | 0.00        | 2,701.60         |
|                     |                         | 520         | ELEMENTARY                | 2,295.19         | 434.85          | 907.30          | 0.00        | 1,822.74         |
|                     |                         | 540         | POP FUND                  | 4,012.63         | 846.54          | 591.19          | 0.00        | 4,267.98         |
|                     |                         | 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         | -170.11          | 0.00            | 0.00            | 0.00        | -170.11          |
|                     |                         | 901         | D-Day Band Trip           | 396.43           | 0.00            | 0.00            | 0.00        | 396.43           |
|                     |                         | 903         | MUSIC TOUR                | 2,400.00         | 1,671.05        | 2,663.53        | 0.00        | 1,407.52         |
|                     |                         |             | <b>E Totals:</b>          | <b>17,227.74</b> | <b>3,217.85</b> | <b>4,969.02</b> | <b>0.00</b> | <b>15,476.57</b> |

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 09/01/2022 to 11/30/2022.

| Site ID<br>Group ID         | Site Name<br>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             | 2,130.00       | 400.00    | 0.00          | 0.00        | 2,530.00     |
|                             |                         | 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         |
|                             |                         | 211         | CLASS OF 2022               | 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>            |                         |             |                             | 2,130.00       | 400.00    | 0.00          | 0.00        | 2,530.00     |
| <b>WCS Activity Totals:</b> |                         |             |                             | 55,573.45      | 53,444.86 | 63,494.81     | -9.25       | 45,514.25    |

|                           | Begin Balance    | Transfers | Receipts         | Disbursements    | Adjustments  | End Balance      |
|---------------------------|------------------|-----------|------------------|------------------|--------------|------------------|
| WCS Checking:             | 55,573.45        | 0.00      | 53,444.86        | 63,494.81        | -9.25        | 45,514.25        |
| WCS Investment:           | 0.00             | 0.00      |                  |                  | 0.00         | 0.00             |
| <b>WCS Bank Balances:</b> | <b>55,573.45</b> |           | <b>53,444.86</b> | <b>63,494.81</b> | <b>-9.25</b> | <b>45,514.25</b> |

|                         |                  |                  |                  |              |                  |
|-------------------------|------------------|------------------|------------------|--------------|------------------|
| Report Activity Totals: | <u>55,573.45</u> | <u>53,444.86</u> | <u>63,494.81</u> | <u>-9.25</u> | <u>45,514.25</u> |
|-------------------------|------------------|------------------|------------------|--------------|------------------|

# Receipt History

Detail report. Sorted by Site, Receipt Number.

From 11/01/2022 to 11/30/2022.

| Receipt Number                        | Receipt Date    | Void Date | Deposit Number        | Check Number | Received From          | Receipt Description             | Amount     | Sales Tax         | Amount   |
|---------------------------------------|-----------------|-----------|-----------------------|--------------|------------------------|---------------------------------|------------|-------------------|----------|
| Activity ID                           | Activity Name   |           | Fee Name & Student ID |              |                        |                                 | Tax Rate % | Tax Amount        |          |
| Tax Name                              | Tax Activity    |           |                       |              |                        |                                 |            |                   |          |
| <b>WCS Wakefield Community School</b> |                 |           |                       |              |                        |                                 |            |                   |          |
| 000900                                | 11/03/2022      |           |                       |              | Pop Machine            | Pop-HighSchool                  |            |                   |          |
| 540                                   | POP FUND        |           |                       |              |                        |                                 |            | 269.95            | 269.95   |
|                                       |                 |           |                       |              |                        |                                 |            | 0.00              |          |
|                                       |                 |           |                       |              |                        |                                 |            | Total For 000900: | 269.95   |
| 000901                                | 11/03/2022      |           |                       |              | Cheer Group            | Boo Your Boo Fundraiser         |            |                   |          |
| CHEER                                 | CHEER GROUP     |           |                       |              |                        |                                 |            | 125.00            | 125.00   |
|                                       |                 |           |                       |              |                        |                                 |            | 0.00              |          |
|                                       |                 |           |                       |              |                        |                                 |            | Total For 000901: | 125.00   |
| 000903                                | 11/08/2022      |           |                       |              | Pop Machine            | Pop                             |            |                   |          |
| 520                                   | ELEMENTARY      |           |                       |              |                        |                                 |            | 191.40            | 191.40   |
|                                       |                 |           |                       |              |                        |                                 |            | 0.00              |          |
|                                       |                 |           |                       |              |                        |                                 |            | Total For 000903: | 191.40   |
| 000904                                | 11/09/2022      |           |                       | 11732        | Cross County Community | NSAA Vball -Cross County        |            |                   |          |
| 175                                   | GEN ATHLETICS   |           |                       |              |                        |                                 |            | 410.37            | 410.37   |
|                                       |                 |           |                       |              |                        |                                 |            | 0.00              |          |
|                                       |                 |           |                       |              |                        |                                 |            | Total For 000904: | 410.37   |
| 000905                                | 11/09/2022      |           |                       |              | Prom                   | Prom Fundraiser                 |            |                   |          |
| 215                                   | CLASS OF 2024   |           |                       |              |                        |                                 |            | 221.00            | 221.00   |
|                                       |                 |           |                       |              |                        |                                 |            | 0.00              |          |
|                                       |                 |           |                       |              |                        |                                 |            | Total For 000905: | 221.00   |
| 000906                                | 11/10/2022      |           |                       |              | Boys Basketball        | Boys Basketball Shooting Shirts |            |                   |          |
| 125                                   | BOYS BASKETBALL |           |                       |              |                        |                                 |            | 396.00            | 396.00   |
|                                       |                 |           |                       |              |                        |                                 |            | 0.00              |          |
|                                       |                 |           |                       |              |                        |                                 |            | Total For 000906: | 396.00   |
| 000907                                | 11/15/2022      |           |                       |              | Boys Basketball        | Cookie Dough Fundraiser         |            |                   |          |
| 125                                   | BOYS BASKETBALL |           |                       |              |                        |                                 |            | 4,284.00          | 4,284.00 |
|                                       |                 |           |                       |              |                        |                                 |            | 0.00              |          |
|                                       |                 |           |                       |              |                        |                                 |            | Total For 000907: | 4,284.00 |
| 000908                                | 11/16/2022      |           |                       | 1056         | Chad Mackling          | Cookie Dough Fundraiser         |            |                   |          |
| 125                                   | BOYS BASKETBALL |           |                       |              |                        |                                 |            | 50.00             | 50.00    |
|                                       |                 |           |                       |              |                        |                                 |            | 0.00              |          |
|                                       |                 |           |                       |              |                        |                                 |            | Total For 000908: | 50.00    |
| 000909                                | 11/22/2022      |           |                       |              | Boys Basketball        | Boys Basketball Shooting Shirts |            |                   |          |
| 125                                   | BOYS BASKETBALL |           |                       |              |                        |                                 |            | 36.00             | 36.00    |
|                                       |                 |           |                       |              |                        |                                 |            | 0.00              |          |
|                                       |                 |           |                       |              |                        |                                 |            | Total For 000909: | 36.00    |
| 000910                                | 11/28/2022      |           |                       |              | Boys Basketball        | Boys Basketball Shooting Shirts |            |                   |          |
| 125                                   | BOYS BASKETBALL |           |                       |              |                        |                                 |            | 36.00             | 36.00    |
|                                       |                 |           |                       |              |                        |                                 |            | 0.00              |          |
|                                       |                 |           |                       |              |                        |                                 |            | Total For 000910: | 36.00    |
| 000911                                | 11/28/2022      |           |                       |              | Trojan Zone            | Trojan Zone                     |            |                   |          |
| 355                                   | TROJAN ZONE     |           |                       |              |                        |                                 |            | 75.00             | 75.00    |
|                                       |                 |           |                       |              |                        |                                 |            | 0.00              |          |
|                                       |                 |           |                       |              |                        |                                 |            | Total For 000911: | 75.00    |
| 000912                                | 11/28/2022      |           |                       |              | Prom                   | Prom                            |            |                   |          |
| 215                                   | CLASS OF 2024   |           |                       |              |                        |                                 |            | 292.00            | 292.00   |
|                                       |                 |           |                       |              |                        |                                 |            | 0.00              |          |
|                                       |                 |           |                       |              |                        |                                 |            | Total For 000912: | 292.00   |
| 000913                                | 11/28/2022      |           |                       |              | Yearbook               | Yearbook                        |            |                   |          |
| 320                                   | ANNUAL          |           |                       |              |                        |                                 |            | 550.00            | 550.00   |
|                                       |                 |           |                       |              |                        |                                 |            | 0.00              |          |
|                                       |                 |           |                       |              |                        |                                 |            | Total For 000913: | 550.00   |
| 000914                                | 11/30/2022      |           |                       |              | Gate Bball 11/28/22    | Gate Basketball 11/28/22        |            |                   |          |
| 175                                   | GEN ATHLETICS   |           |                       |              |                        |                                 |            | 760.25            | 760.25   |
|                                       |                 |           |                       |              |                        |                                 |            | 0.00              |          |

# Receipt History

Detail report. Sorted by Site, Receipt Number.  
From 11/01/2022 to 11/30/2022.

| 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 Amount        |           |           |
| Tax Name       | Tax Activity      |           |                       |              |                       | Tax Rate %        |           |           |
|                |                   |           |                       |              |                       | Total For 000914: |           | 760.25    |
| 000915         | 11/30/2022        |           |                       |              | Gate Bball 11/28/22   |                   |           |           |
| 175            | GEN ATHLETICS     |           |                       |              |                       | 510.00            | 0.00      | 510.00    |
|                |                   |           |                       |              |                       | Total For 000915: |           | 510.00    |
| 000916         | 11/30/2022        |           |                       |              | Concessions 9th Grade |                   |           |           |
| 400            | CONCESSIONS       |           |                       |              |                       | 942.75            | 0.00      | 942.75    |
|                |                   |           |                       |              |                       | Total For 000916: |           | 942.75    |
| 000917         | 11/28/2022        |           |                       |              | Coin War FBLA/FCCLA   |                   |           |           |
| 315            | FBLA              |           |                       |              |                       | 938.98            | 0.00      | 938.98    |
|                |                   |           |                       |              |                       | Total For 000917: |           | 938.98    |
| 000918         | 11/30/2022        |           |                       | 3067         | Becky Gothier         |                   |           |           |
| 903            | MUSIC TOUR        |           |                       |              |                       | 24.00             | 0.00      | 24.00     |
|                |                   |           |                       |              |                       | Total For 000918: |           | 24.00     |
| 000919         | 11/30/2022        |           |                       |              | Bank Interest         |                   |           |           |
| 505            | CHECKING INTEREST |           |                       |              |                       | 41.01             | 0.00      | 41.01     |
|                |                   |           |                       |              |                       | Total For 000919: |           | 41.01     |
|                |                   |           |                       |              |                       | Site Total        |           | 10,153.71 |
|                |                   |           |                       |              |                       | Report Total      |           | 10,153.71 |

# Check Summary

Sorted by Activity ID, Site ID.  
From 11/01/2022 to 11/30/2022.

| Activity ID<br>Site ID |                            |                      | Activity Name<br>Site Name       |           |                    |                              | Amount             |
|------------------------|----------------------------|----------------------|----------------------------------|-----------|--------------------|------------------------------|--------------------|
| Check<br>Number        | Status                     | Check /<br>Void Date | Vendor Name                      | PO Number | Invoice No.#       | Description                  |                    |
| <hr/>                  |                            |                      |                                  |           |                    |                              |                    |
| 100                    | FOOTBALL                   |                      |                                  |           |                    |                              |                    |
| <hr/>                  |                            |                      |                                  |           |                    |                              |                    |
| WCS                    | Wakefield Community School |                      |                                  |           |                    |                              |                    |
| 011499                 | Cleared                    | 11/09/2022           | Riddell/All American             |           | 951730749          | Custom Footballs             | 889.86             |
| 011502                 | Cleared                    | 11/09/2022           | Miller Building Supply           |           | 22452              | One Act Supplies             | 51.73              |
| <b>Total:</b>          |                            |                      |                                  |           |                    |                              | <b>\$ 941.59</b>   |
| <hr/>                  |                            |                      |                                  |           |                    |                              |                    |
| 110                    | VOLLEYBALL                 |                      |                                  |           |                    |                              |                    |
| <hr/>                  |                            |                      |                                  |           |                    |                              |                    |
| WCS                    | Wakefield Community School |                      |                                  |           |                    |                              |                    |
| 011524                 | Printed                    | 11/30/2022           | VISA                             |           | 3875265            | Coaches Apparel              | -358.67            |
| <b>Total:</b>          |                            |                      |                                  |           |                    |                              | <b>-\$ 358.67</b>  |
| <hr/>                  |                            |                      |                                  |           |                    |                              |                    |
| 125                    | BOYS BASKETBALL            |                      |                                  |           |                    |                              |                    |
| <hr/>                  |                            |                      |                                  |           |                    |                              |                    |
| WCS                    | Wakefield Community School |                      |                                  |           |                    |                              |                    |
| 011508                 | Cleared                    | 11/14/2022           | Line Drive Inc                   |           | 3003               | Boys Basketball Cookie Dough | 2,434.00           |
| 011519                 | Printed                    | 11/23/2022           | Lou's Sporting Goods             |           | AAH752291-<br>AK02 | BB Shooting Shirts           | 1,600.89           |
| <b>Total:</b>          |                            |                      |                                  |           |                    |                              | <b>\$ 4,034.89</b> |
| <hr/>                  |                            |                      |                                  |           |                    |                              |                    |
| 130                    | GIRLS BASKETBALL           |                      |                                  |           |                    |                              |                    |
| <hr/>                  |                            |                      |                                  |           |                    |                              |                    |
| WCS                    | Wakefield Community School |                      |                                  |           |                    |                              |                    |
| 011518                 | Printed                    | 11/23/2022           | The Graphic Edge DBA Game<br>One |           | 1636321            | Warm Up Shirts               | 606.26             |
| <b>Total:</b>          |                            |                      |                                  |           |                    |                              | <b>\$ 606.26</b>   |

# Check Summary

Sorted by Activity ID, Site ID.  
From 11/01/2022 to 11/30/2022.

| Activity ID<br>Site ID | Activity Name<br>Site Name | Check /<br>Void Date | Vendor Name                            | PO Number | Invoice No.#   | Description                               | Amount             |
|------------------------|----------------------------|----------------------|----------------------------------------|-----------|----------------|-------------------------------------------|--------------------|
| <hr/>                  |                            |                      |                                        |           |                |                                           |                    |
| 175                    | GEN ATHLETICS              |                      |                                        |           |                |                                           |                    |
| <hr/>                  |                            |                      |                                        |           |                |                                           |                    |
| WCS                    | Wakefield Community School |                      |                                        |           |                |                                           |                    |
| 011492                 | Printed                    | 11/03/2022           | Randolph High School                   |           |                | JH Wrestling Meet 11/14/22                | 80.00              |
| 011493                 | Cleared                    | 11/07/2022           | Nebraska School Activities Association |           |                | Volleyball-Live Video Broadcast Fee       | 40.00              |
| 011494                 | Cleared                    | 11/07/2022           | Omaha Nation Public Schools            |           |                | Vball-Live Video Broadcast Fee            | 40.00              |
| 011495                 | Printed                    | 11/07/2022           | Homer High School                      |           |                | Vball-Live Video Broadcast Fee            | 40.00              |
| 011496                 | Cleared                    | 11/07/2022           | Pender High School                     |           |                | Vball-Live Video Broadcast Fee            | 40.00              |
| 011497                 | Printed                    | 11/08/2022           | Winside High School                    |           |                | JH WR Invite 11/11/22                     | 100.00             |
| 011498                 | Cleared                    | 11/09/2022           | WestCom Wirelss, Inc                   |           | 24016          | PROCOM Headset Package                    | 2,316.50           |
| 011500                 | Cleared                    | 11/09/2022           | Amazon                                 |           | 1WFH-VKGR-1GPM | 14 Parameters 100 Count for Health        | 27.87              |
| 011506                 | Printed                    | 11/10/2022           | Howells-Dodge Consolidated Schools     |           |                | JH WR Entry Fee 11/19/22                  | 90.00              |
| 011511                 | Cleared                    | 11/16/2022           | Sports Imports                         |           | INV5796        | Vball Net                                 | 419.65             |
| 011514                 | Printed                    | 11/21/2022           | Clint Dennis                           |           |                | 11/28/22 HOF Jamboree Bball/Howells Dodge | 145.00             |
| 011515                 | Printed                    | 11/21/2022           | Brad Hoffmann                          |           |                | 11/28/22 HOF Jamboree Bball/Howells Dodge | 145.00             |
| 011516                 | Printed                    | 11/22/2022           | Howells-Dodge Consolidated Schools     |           |                | Wrestling Entry Fee 12/3/22               | 125.00             |
| 011520                 | Printed                    | 11/28/2022           | Eric Wemhoff                           |           |                | 11/28/22 HOF Jamboree Bball/Howells Dodge | 145.00             |
| 011521                 | Printed                    | 11/30/2022           | Eric Brandl                            |           |                | Varsity Wrestling Official vs Homer       | 320.00             |
| 011522                 | Printed                    | 11/30/2022           | North Bend Central High School         |           |                | Girls Wrestling Entry Fee                 | 90.00              |
| 011524                 | Printed                    | 11/30/2022           | VISA                                   |           | 3875265        | Coaches Apparel                           | 679.42             |
| <b>Total:</b>          |                            |                      |                                        |           |                |                                           | <b>\$ 4,843.44</b> |
| <hr/>                  |                            |                      |                                        |           |                |                                           |                    |
| 330                    | FCCLA                      |                      |                                        |           |                |                                           |                    |
| <hr/>                  |                            |                      |                                        |           |                |                                           |                    |
| WCS                    | Wakefield Community School |                      |                                        |           |                |                                           |                    |
| 011526                 | Printed                    | 11/30/2022           | 4 Seasons Fund Raising                 |           | 10030851       | Pie Sales                                 | 4,141.33           |
| <b>Total:</b>          |                            |                      |                                        |           |                |                                           | <b>\$ 4,141.33</b> |
| <hr/>                  |                            |                      |                                        |           |                |                                           |                    |
| 345                    | ONE ACT                    |                      |                                        |           |                |                                           |                    |
| <hr/>                  |                            |                      |                                        |           |                |                                           |                    |
| WCS                    | Wakefield Community School |                      |                                        |           |                |                                           |                    |
| 011502                 | Cleared                    | 11/09/2022           | Miller Building Supply                 |           | 22452          | One Act Supplies                          | 19.73              |
| 011512                 | Cleared                    | 11/21/2022           | Custom Sports                          |           | 33992          | T-shirts                                  | 434.00             |
| <b>Total:</b>          |                            |                      |                                        |           |                |                                           | <b>\$ 453.73</b>   |
| <hr/>                  |                            |                      |                                        |           |                |                                           |                    |
| 346                    | ART CLUB                   |                      |                                        |           |                |                                           |                    |
| <hr/>                  |                            |                      |                                        |           |                |                                           |                    |
| WCS                    | Wakefield Community School |                      |                                        |           |                |                                           |                    |
| 011503                 | Cleared                    | 11/09/2022           | BLICK art materials                    |           | 9437984        | Art Club Supplies                         | 241.48             |
| <b>Total:</b>          |                            |                      |                                        |           |                |                                           | <b>\$ 241.48</b>   |
| <hr/>                  |                            |                      |                                        |           |                |                                           |                    |
| 355                    | TROJAN ZONE                |                      |                                        |           |                |                                           |                    |
| <hr/>                  |                            |                      |                                        |           |                |                                           |                    |
| WCS                    | Wakefield Community School |                      |                                        |           |                |                                           |                    |
| 011507                 | Cleared                    | 11/10/2022           | A to Z Designs                         |           | 53             | Trojan Zone Supplies                      | 343.92             |
| <b>Total:</b>          |                            |                      |                                        |           |                |                                           | <b>\$ 343.92</b>   |

# Check Summary

Sorted by Activity ID, Site ID.  
From 11/01/2022 to 11/30/2022.

| Activity ID<br>Site ID |         |                            | Activity Name<br>Site Name |           |                        |                       | Amount           |
|------------------------|---------|----------------------------|----------------------------|-----------|------------------------|-----------------------|------------------|
| Check<br>Number        | Status  | Check /<br>Void Date       | Vendor Name                | PO Number | Invoice No.#           | Description           |                  |
| <b>400</b>             |         | <b>CONCESSIONS</b>         |                            |           |                        |                       |                  |
| WCS                    |         | Wakefield Community School |                            |           |                        |                       |                  |
| 011487                 | Void    | 11/09/2022                 | Cubbys                     |           |                        | Pizza-with Hector     | -79.92           |
| 011504                 | Cleared | 11/09/2022                 | Cubbys                     |           |                        | One World Pizza       | 11.92            |
| 011517                 | Printed | 11/23/2022                 | Pepsi-Cola of Siouxland    |           | 2100156069             | Concessions           | 782.23           |
| 011525                 | Printed | 11/30/2022                 | Amazon                     |           | 111-2875145-<br>532450 | Cheer Group           | 236.35           |
|                        |         |                            |                            |           |                        | <b>Total:</b>         | <b>\$ 950.58</b> |
| <b>540</b>             |         | <b>POP FUND</b>            |                            |           |                        |                       |                  |
| WCS                    |         | Wakefield Community School |                            |           |                        |                       |                  |
| 011509                 | Cleared | 11/14/2022                 | Pepsi-Cola of Siouxland    |           | 2100155433             | Pop                   | 204.50           |
|                        |         |                            |                            |           |                        | <b>Total:</b>         | <b>\$ 204.50</b> |
| <b>553</b>             |         | <b>ELEMENTARY STUCO</b>    |                            |           |                        |                       |                  |
| WCS                    |         | Wakefield Community School |                            |           |                        |                       |                  |
| 011501                 | Printed | 11/09/2022                 | Wal-Mart Community         |           | 11/5/22                | Sams Club             | 70.32            |
|                        |         |                            |                            |           |                        | <b>Total:</b>         | <b>\$ 70.32</b>  |
| <b>CHEER</b>           |         | <b>CHEER GROUP</b>         |                            |           |                        |                       |                  |
| WCS                    |         | Wakefield Community School |                            |           |                        |                       |                  |
| 011525                 | Printed | 11/30/2022                 | Amazon                     |           | 111-2875145-<br>532450 | Cheer Group           | 525.38           |
|                        |         |                            |                            |           |                        | <b>Total:</b>         | <b>\$ 525.38</b> |
| <b>EDURIS</b>          |         | <b>EDUCATORS RISING</b>    |                            |           |                        |                       |                  |
| WCS                    |         | Wakefield Community School |                            |           |                        |                       |                  |
| 011510                 | Cleared | 11/14/2022                 | A to Z Designs             |           | 54                     | Educators Rising      | 324.00           |
|                        |         |                            |                            |           |                        | <b>Total:</b>         | <b>\$ 324.00</b> |
| <b>OWORLDCL</b>        |         | <b>ONE WORLD CLUB</b>      |                            |           |                        |                       |                  |
| WCS                    |         | Wakefield Community School |                            |           |                        |                       |                  |
| 011487                 | Void    | 11/09/2022                 | Cubbys                     |           |                        | Pizza-with Hector     | -68.12           |
| 011504                 | Cleared | 11/09/2022                 | Cubbys                     |           |                        | One World Pizza       | 68.12            |
| 011524                 | Printed | 11/30/2022                 | VISA                       |           | 3875265                | Coaches Apparel       | -20.00           |
|                        |         |                            |                            |           |                        | <b>Total:</b>         | <b>-\$ 20.00</b> |
|                        |         |                            |                            |           |                        | <b>Report Total :</b> | <b>17,302.75</b> |

# Wakefield Community School

## Payroll Voucher By Vendor Report

Accounting Cycle: FY22-23; Voucher: 120922,120922 HSA; Vendor: [All]; Order By: Vendor; Account Type: Liability; Created On: 12/9/2022 5:22:07 PM

| Voucher Number   | Bank Name          | Account Number | Check Number                       | Vendor                           | Amount             |
|------------------|--------------------|----------------|------------------------------------|----------------------------------|--------------------|
| 120922           | BankFirst          | 195103         |                                    | Aflac                            | \$88.66            |
| Register         | Register Paid Date | Account Code   | Deduction                          |                                  | Amount             |
| 121422           | 12/14/2022         | 01-00941-000   | Aflac - Short Term Disability      |                                  | \$88.66            |
| <b>Sub Total</b> |                    |                |                                    |                                  | <b>\$88.66</b>     |
| Voucher Number   | Bank Name          | Account Number | Check Number                       | Vendor                           | Amount             |
| 120922           | BankFirst          | 195103         |                                    | American Fidelity                | \$8,148.32         |
| Register         | Register Paid Date | Account Code   | Deduction                          |                                  | Amount             |
| 121422           | 12/14/2022         | 01-00941-000   | Amer Fidelity - Accident 125       |                                  | \$734.26           |
| 121422           | 12/14/2022         | 01-00941-000   | Amer Fidelity - Cancer             |                                  | \$136.00           |
| 121422           | 12/14/2022         | 01-00941-000   | Amer Fidelity - Cancer 125         |                                  | \$246.60           |
| 121422           | 12/14/2022         | 01-00941-000   | Amer Fidelity - Critical Illness   |                                  | \$91.69            |
| 121422           | 12/14/2022         | 01-00941-000   | Amer Fidelity - Hospital Indemnity |                                  | \$269.42           |
| 121422           | 12/14/2022         | 01-00941-000   | Amer Fidelity - Term Life          |                                  | \$304.11           |
| 121422           | 12/14/2022         | 01-00941-000   | Amer Fidelity - Whole Life         |                                  | \$97.64            |
| 121422           | 12/14/2022         | 01-00941-000   | Child Care 125                     |                                  | \$2,183.30         |
| 121422           | 12/14/2022         | 01-00941-000   | Med Reimb 125                      |                                  | \$3,801.13         |
| 121422           | 12/14/2022         | 06-00941-000   | Amer Fidelity - Cancer             |                                  | \$35.50            |
| 121422           | 12/14/2022         | 06-00941-000   | Amer Fidelity - Cancer 125         |                                  | \$82.00            |
| 121422           | 12/14/2022         | 06-00941-000   | Med Reimb 125                      |                                  | \$166.67           |
| <b>Sub Total</b> |                    |                |                                    |                                  | <b>\$8,148.32</b>  |
| Voucher Number   | Bank Name          | Account Number | Check Number                       | Vendor                           | Amount             |
| 120922 HSA       | BankFirst          | 195103         |                                    | Ann Milliken - HSA               | \$216.35           |
| Register         | Register Paid Date | Account Code   | Deduction                          |                                  | Amount             |
| 121422           | 12/14/2022         | 01-00941-000   | HSA Ann Milliken                   |                                  | \$216.35           |
| <b>Sub Total</b> |                    |                |                                    |                                  | <b>\$216.35</b>    |
| Voucher Number   | Bank Name          | Account Number | Check Number                       | Vendor                           | Amount             |
| 120922           | BankFirst          | 195103         |                                    | BankFirst                        | \$84,688.66        |
| Register         | Register Paid Date | Account Code   | Deduction                          |                                  | Amount             |
| 121422           | 12/14/2022         | 01-00941-000   | Federal Withholding                |                                  | \$24,481.20        |
| 121422           | 12/14/2022         | 01-00941-000   | FICA                               |                                  | \$47,273.80        |
| 121422           | 12/14/2022         | 01-00941-000   | Medicare                           |                                  | \$11,056.04        |
| 121422           | 12/14/2022         | 06-00941-000   | Federal Withholding                |                                  | \$369.22           |
| 121422           | 12/14/2022         | 06-00941-000   | FICA                               |                                  | \$1,222.50         |
| 121422           | 12/14/2022         | 06-00941-000   | Medicare                           |                                  | \$285.90           |
| <b>Sub Total</b> |                    |                |                                    |                                  | <b>\$84,688.66</b> |
| Voucher Number   | Bank Name          | Account Number | Check Number                       | Vendor                           | Amount             |
| 120922           | BankFirst          | 195103         |                                    | Blue Cross and Blue Shield of NE | \$91,810.83        |
| Register         | Register Paid Date | Account Code   | Deduction                          |                                  | Amount             |
| 121422           | 12/14/2022         | 01-00941-000   | BCBS Empl Dental 125               |                                  | \$1,743.90         |
| 121422           | 12/14/2022         | 01-00941-000   | BCBS Empl Health 125               |                                  | \$3,418.17         |
| 121422           | 12/14/2022         | 01-00941-000   | BCBS Employer Dental               |                                  | \$1,819.96         |
| 121422           | 12/14/2022         | 01-00941-000   | BCBS Employer Hlth                 |                                  | \$82,091.40        |
| 121422           | 12/14/2022         | 06-00941-000   | BCBS Empl Dental 125               |                                  | \$53.75            |
| 121422           | 12/14/2022         | 06-00941-000   | BCBS Employer Dental               |                                  | \$88.62            |
| 121422           | 12/14/2022         | 06-00941-000   | BCBS Employer Hlth                 |                                  | \$3,372.91         |
| 121422           | 12/14/2022         | 06-00901-000   | BCBS Employer Hlth                 |                                  | (\$777.88)         |
| <b>Sub Total</b> |                    |                |                                    |                                  | <b>\$91,810.83</b> |

|                       |                           |                       |                         |                            |                     |
|-----------------------|---------------------------|-----------------------|-------------------------|----------------------------|---------------------|
| <b>Voucher Number</b> | <b>Bank Name</b>          | <b>Account Number</b> | <b>Check Number</b>     | <b>Vendor</b>              | <b>Amount</b>       |
| 120922 HSA            | BankFirst                 | 195103                |                         | Brandy Langley - HSA       | \$116.96            |
| <b>Register</b>       | <b>Register Paid Date</b> | <b>Account Code</b>   | <b>Deduction</b>        |                            | <b>Amount</b>       |
| 121422                | 12/14/2022                | 01-00941-000          | HSA Brandy Langley      |                            | \$116.96            |
| <b>Sub Total</b>      |                           |                       |                         |                            | <b>\$116.96</b>     |
| <b>Voucher Number</b> | <b>Bank Name</b>          | <b>Account Number</b> | <b>Check Number</b>     | <b>Vendor</b>              | <b>Amount</b>       |
| 120922 HSA            | BankFirst                 | 195103                |                         | Brittany Vinchattle - HSA  | \$329.77            |
| <b>Register</b>       | <b>Register Paid Date</b> | <b>Account Code</b>   | <b>Deduction</b>        |                            | <b>Amount</b>       |
| 121422                | 12/14/2022                | 01-00941-000          | HSA Brittany Vinchattle |                            | \$329.77            |
| <b>Sub Total</b>      |                           |                       |                         |                            | <b>\$329.77</b>     |
| <b>Voucher Number</b> | <b>Bank Name</b>          | <b>Account Number</b> | <b>Check Number</b>     | <b>Vendor</b>              | <b>Amount</b>       |
| 120922 HSA            | BankFirst                 | 195103                |                         | Chris Pieper - HSA         | \$116.96            |
| <b>Register</b>       | <b>Register Paid Date</b> | <b>Account Code</b>   | <b>Deduction</b>        |                            | <b>Amount</b>       |
| 121422                | 12/14/2022                | 01-00941-000          | HSA Chris Pieper        |                            | \$116.96            |
| <b>Sub Total</b>      |                           |                       |                         |                            | <b>\$116.96</b>     |
| <b>Voucher Number</b> | <b>Bank Name</b>          | <b>Account Number</b> | <b>Check Number</b>     | <b>Vendor</b>              | <b>Amount</b>       |
| 120922 HSA            | BankFirst                 | 195103                |                         | Colton McCreary - HSA      | \$116.96            |
| <b>Register</b>       | <b>Register Paid Date</b> | <b>Account Code</b>   | <b>Deduction</b>        |                            | <b>Amount</b>       |
| 121422                | 12/14/2022                | 01-00941-000          | HSA Colton McCreary     |                            | \$116.96            |
| <b>Sub Total</b>      |                           |                       |                         |                            | <b>\$116.96</b>     |
| <b>Voucher Number</b> | <b>Bank Name</b>          | <b>Account Number</b> | <b>Check Number</b>     | <b>Vendor</b>              | <b>Amount</b>       |
| 120922 HSA            | BankFirst                 | 195103                |                         | Connie Wageman - HSA       | \$245.59            |
| <b>Register</b>       | <b>Register Paid Date</b> | <b>Account Code</b>   | <b>Deduction</b>        |                            | <b>Amount</b>       |
| 121422                | 12/14/2022                | 01-00941-000          | HSA Connie Wageman      |                            | \$245.59            |
| <b>Sub Total</b>      |                           |                       |                         |                            | <b>\$245.59</b>     |
| <b>Voucher Number</b> | <b>Bank Name</b>          | <b>Account Number</b> | <b>Check Number</b>     | <b>Vendor</b>              | <b>Amount</b>       |
| 120922 HSA            | BankFirst                 | 207276                |                         | Dave Lunz - HSA            | \$116.96            |
| <b>Register</b>       | <b>Register Paid Date</b> | <b>Account Code</b>   | <b>Deduction</b>        |                            | <b>Amount</b>       |
| 121422                | 12/14/2022                | 06-00941-000          | HSA Dave Lunz           |                            | \$116.96            |
| <b>Sub Total</b>      |                           |                       |                         |                            | <b>\$116.96</b>     |
| <b>Voucher Number</b> | <b>Bank Name</b>          | <b>Account Number</b> | <b>Check Number</b>     | <b>Vendor</b>              | <b>Amount</b>       |
| 120922                | BankFirst                 | 195103                |                         | Federal Reserve KC         | \$276,954.64        |
| <b>Register</b>       | <b>Register Paid Date</b> | <b>Account Code</b>   | <b>Deduction</b>        |                            | <b>Amount</b>       |
| 121422                | 12/14/2022                | 01-00941-000          | Direct Deposit          |                            | \$269,332.75        |
| 121422                | 12/14/2022                | 06-00941-000          | Direct Deposit          |                            | \$7,621.89          |
| <b>Sub Total</b>      |                           |                       |                         |                            | <b>\$276,954.64</b> |
| <b>Voucher Number</b> | <b>Bank Name</b>          | <b>Account Number</b> | <b>Check Number</b>     | <b>Vendor</b>              | <b>Amount</b>       |
| 120922                | 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>       |
| 121422                | 12/14/2022                | 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>       |
| 120922 HSA            | BankFirst                 | 195103                |                         | Kim Barge - HSA            | \$166.96            |
| <b>Register</b>       | <b>Register Paid Date</b> | <b>Account Code</b>   | <b>Deduction</b>        |                            | <b>Amount</b>       |
| 121422                | 12/14/2022                | 01-00941-000          | HSA Kim Barge           |                            | \$166.96            |
| <b>Sub Total</b>      |                           |                       |                         |                            | <b>\$166.96</b>     |

| Voucher Number   | Bank Name          | Account Number | Check Number           | Vendor                         | Amount             |
|------------------|--------------------|----------------|------------------------|--------------------------------|--------------------|
| 120922           | BankFirst          | 195103         | 53106                  | Madison National Life          | \$2,778.40         |
| Register         | Register Paid Date | Account Code   | Deduction              |                                | Amount             |
| 121422           | 12/14/2022         | 01-00901-000   | Life Ins Employer      |                                | \$60.25            |
| 121422           | 12/14/2022         | 01-00941-000   | Addtl Life Ins         |                                | \$229.49           |
| 121422           | 12/14/2022         | 01-00941-000   | Dependent Life Ins     |                                | \$2.10             |
| 121422           | 12/14/2022         | 01-00941-000   | Life Ins Employer      |                                | \$780.00           |
| 121422           | 12/14/2022         | 01-00941-000   | Long Term Disability   |                                | \$1,667.56         |
| 121422           | 12/14/2022         | 06-00941-000   | Life Ins Employer      |                                | \$39.00            |
| <b>Sub Total</b> |                    |                |                        |                                | <b>\$2,778.40</b>  |
| Voucher Number   | Bank Name          | Account Number | Check Number           | Vendor                         | Amount             |
| 120922 HSA       | BankFirst          | 195103         |                        | Megan Virgil - HSA             | \$329.77           |
| Register         | Register Paid Date | Account Code   | Deduction              |                                | Amount             |
| 121422           | 12/14/2022         | 01-00941-000   | HSA Megan Virgil       |                                | \$329.77           |
| <b>Sub Total</b> |                    |                |                        |                                | <b>\$329.77</b>    |
| Voucher Number   | Bank Name          | Account Number | Check Number           | Vendor                         | Amount             |
| 120922           | BankFirst          | 195103         |                        | MG Trust Company               | \$4,629.12         |
| Register         | Register Paid Date | Account Code   | Deduction              |                                | Amount             |
| 121422           | 12/14/2022         | 01-00941-000   | 403b Plan              |                                | \$175.00           |
| 121422           | 12/14/2022         | 01-00941-000   | 403b Plan ROTH         |                                | \$3,810.00         |
| 121422           | 12/14/2022         | 01-00941-000   | 403b Plan ROTH - 10%   |                                | \$458.20           |
| 121422           | 12/14/2022         | 01-00941-000   | 403b Plan ROTH - 5%    |                                | \$185.92           |
| <b>Sub Total</b> |                    |                |                        |                                | <b>\$4,629.12</b>  |
| Voucher Number   | Bank Name          | Account Number | Check Number           | Vendor                         | Amount             |
| 120922           | BankFirst          | 195103         |                        | Nebraska Department of Revenue | \$13,070.43        |
| Register         | Register Paid Date | Account Code   | Deduction              |                                | Amount             |
| 121422           | 12/14/2022         | 01-00941-000   | State Withholding - NE |                                | \$12,862.91        |
| 121422           | 12/14/2022         | 06-00941-000   | State Withholding - NE |                                | \$207.52           |
| <b>Sub Total</b> |                    |                |                        |                                | <b>\$13,070.43</b> |
| Voucher Number   | Bank Name          | Account Number | Check Number           | Vendor                         | Amount             |
| 120922           | BankFirst          | 207276         |                        | Nebraska Retirement System     | \$73,228.61        |
| Register         | Register Paid Date | Account Code   | Deduction              |                                | Amount             |
| 121422           | 12/14/2022         | 01-00941-000   | NPERS                  |                                | \$71,478.91        |
| 121422           | 12/14/2022         | 06-00941-000   | NPERS                  |                                | \$1,749.70         |
| <b>Sub Total</b> |                    |                |                        |                                | <b>\$73,228.61</b> |
| Voucher Number   | Bank Name          | Account Number | Check Number           | Vendor                         | Amount             |
| 120922 HSA       | BankFirst          | 195103         |                        | Patricia Wurdeman - HSA        | \$116.96           |
| Register         | Register Paid Date | Account Code   | Deduction              |                                | Amount             |
| 121422           | 12/14/2022         | 01-00941-000   | HSA Patricia Wurdeman  |                                | \$116.96           |
| <b>Sub Total</b> |                    |                |                        |                                | <b>\$116.96</b>    |
| Voucher Number   | Bank Name          | Account Number | Check Number           | Vendor                         | Amount             |
| 120922 HSA       | BankFirst          | 207276         |                        | Rosa Morelos - HSA             | \$116.96           |
| Register         | Register Paid Date | Account Code   | Deduction              |                                | Amount             |
| 121422           | 12/14/2022         | 06-00941-000   | HSA Rosa Morelos       |                                | \$116.96           |
| <b>Sub Total</b> |                    |                |                        |                                | <b>\$116.96</b>    |
| Voucher Number   | Bank Name          | Account Number | Check Number           | Vendor                         | Amount             |
| 120922 HSA       | BankFirst          | 195103         |                        | Shannon Carroll - HSA          | \$695.59           |
| Register         | Register Paid Date | Account Code   | Deduction              |                                | Amount             |
| 121422           | 12/14/2022         | 01-00941-000   | HSA Shannon Carroll    |                                | \$695.59           |
| <b>Sub Total</b> |                    |                |                        |                                | <b>\$695.59</b>    |

| Voucher Number     | Bank Name          | Account Number | Check Number             | Vendor                           | Amount              |
|--------------------|--------------------|----------------|--------------------------|----------------------------------|---------------------|
| 120922 HSA         | BankFirst          | 195103         |                          | Teresa Soderberg - HSA           | \$116.96            |
| Register           | Register Paid Date | Account Code   | Deduction                |                                  | Amount              |
| 121422             | 12/14/2022         | 01-00941-000   | HSA Teresa Soderberg     |                                  | \$116.96            |
| <b>Sub Total</b>   |                    |                |                          |                                  | <b>\$116.96</b>     |
| Voucher Number     | Bank Name          | Account Number | Check Number             | Vendor                           | Amount              |
| 120922             | BankFirst          | 195103         |                          | Texas Life Insurance Company     | \$154.60            |
| Register           | Register Paid Date | Account Code   | Deduction                |                                  | Amount              |
| 121422             | 12/14/2022         | 01-00941-000   | Amer Fidelity - TX Life  |                                  | \$154.60            |
| <b>Sub Total</b>   |                    |                |                          |                                  | <b>\$154.60</b>     |
| Voucher Number     | Bank Name          | Account Number | Check Number             | Vendor                           | Amount              |
| 120922             | BankFirst          | 195103         |                          | Vision Service Plan              | \$995.85            |
| Register           | Register Paid Date | Account Code   | Deduction                |                                  | Amount              |
| 121422             | 12/14/2022         | 01-00901-000   | Vision 125               |                                  | \$57.91             |
| 121422             | 12/14/2022         | 01-00941-000   | Vision 125               |                                  | \$886.80            |
| 121422             | 12/14/2022         | 06-00941-000   | Vision 125               |                                  | \$41.69             |
| 121422             | 12/14/2022         | 06-00901-000   | Vision 125               |                                  | \$9.45              |
| <b>Sub Total</b>   |                    |                |                          |                                  | <b>\$995.85</b>     |
| Voucher Number     | Bank Name          | Account Number | Check Number             | Vendor                           | Amount              |
| 120922             | BankFirst          | 195103         | 53107                    | Washington National Insurance Co | \$60.90             |
| Register           | Register Paid Date | Account Code   | Deduction                |                                  | Amount              |
| 121422             | 12/14/2022         | 01-00941-000   | WA Natl - Cancer Ins 125 |                                  | \$60.90             |
| <b>Sub Total</b>   |                    |                |                          |                                  | <b>\$60.90</b>      |
| Voucher Number     | Bank Name          | Account Number | Check Number             | Vendor                           | Amount              |
| 120922             | BankFirst          | 195103         | 53108                    | WCS-General Fund                 | \$186.75            |
| Register           | Register Paid Date | Account Code   | Deduction                |                                  | Amount              |
| 121422             | 12/14/2022         | 01-00941-000   | Summer Ins 125           |                                  | \$184.87            |
| 121422             | 12/14/2022         | 06-00941-000   | Summer Ins 125           |                                  | \$1.88              |
| <b>Sub Total</b>   |                    |                |                          |                                  | <b>\$186.75</b>     |
| <b>Grand Total</b> |                    |                |                          |                                  | <b>\$559,698.52</b> |

# Wakefield Community School

## Check Payments By Fund Report

Accounting Cycle: FY22-23; Begin Date: 11/29/2022; End Date: 12/09/2022; Display Element Description: BUILDING; Check Type: Warrants; Sort By Element: FUND; Account Expression: [All]; Created On: 12/9/2022 5:11:33 PM

| Sorted By    | Value      | Description       |                                                                                         |                   |
|--------------|------------|-------------------|-----------------------------------------------------------------------------------------|-------------------|
| FUND         | 01         | General Fund      |                                                                                         |                   |
| Check Number | Check Date | Payee             | Reason                                                                                  | Amount            |
|              | 11/29/2022 | VISA              | InService Meal                                                                          | \$511.20          |
|              | 11/29/2022 | VISA              | InService Supplies                                                                      | \$62.27           |
|              | 11/29/2022 | VISA              | InService Meal                                                                          | \$511.20          |
|              | 11/29/2022 | VISA              | InService Supplies                                                                      | \$62.28           |
|              | 11/29/2022 | VISA              | allen + roth Distressed Brown Metal 5-Shelf Bookcase (31.5-in W x 60-in H x 17.75-in D) | \$179.00          |
|              | 11/29/2022 | VISA              | Cap/Gown                                                                                | \$99.76           |
|              | 11/29/2022 | VISA              | Duct Tape                                                                               | \$6.33            |
|              | 11/29/2022 | VISA              | NewAge Products 48-in W x 43-in H-Drawer Black Bamboo Work Bench                        | \$758.00          |
|              | 11/29/2022 | VISA              | SanDisk Extreme PRO 32 GB Memory Card                                                   | \$24.98           |
|              | 11/29/2022 | VISA              | Shipping                                                                                | \$69.92           |
|              | 11/29/2022 | VISA              | Muscular System Unit for Anatomy                                                        | \$30.00           |
|              | 11/29/2022 | VISA              | Skeletal System Unit 1: Bone Basics                                                     | \$27.50           |
|              | 11/29/2022 | VISA              | Skeletal System Unit 2: The Skeleton Unit                                               | \$45.00           |
|              | 11/29/2022 | VISA              | Tax for the purchase                                                                    | \$7.50            |
|              | 11/29/2022 | VISA              | Duct Tape                                                                               | \$6.34            |
|              | 11/29/2022 | VISA              | Rock and Roll Snowman                                                                   | \$14.95           |
|              | 11/29/2022 | VISA              | Life Skills Practice                                                                    | \$97.00           |
|              | 11/29/2022 | VISA              | Shipping                                                                                | \$25.50           |
|              | 11/29/2022 | VISA              | Survival Signs Curriculum                                                               | \$84.00           |
|              | 11/29/2022 | VISA              | Tax                                                                                     | \$18.24           |
|              | 11/29/2022 | VISA              | To learn meanings of indoor and outdoor signs in my life skills class                   | \$74.00           |
|              | 11/29/2022 | VISA              | SPED Law Conf Lodging                                                                   | \$392.38          |
|              | 11/29/2022 | VISA              | SPED Law Conf Parking                                                                   | \$50.00           |
|              | 11/29/2022 | VISA              | SPED Law Conf Lodging                                                                   | \$335.00          |
|              | 11/29/2022 | VISA              | SPED Law Conf Parking                                                                   | \$50.00           |
|              | 11/29/2022 | VISA              | Application Fee - C Brown                                                               | \$55.00           |
|              | 11/29/2022 | VISA              | State Ed Conf Lodging                                                                   | \$421.88          |
|              | 11/29/2022 | VISA              | State Ed Conf Meal - Block16                                                            | \$115.49          |
|              | 11/29/2022 | VISA              | State Ed Conf Meal - CA Tacos                                                           | \$75.60           |
|              | 11/29/2022 | VISA              | State Ed Conf Meal - Omaha Prime Steakhouse                                             | \$481.72          |
|              | 11/29/2022 | VISA              | State Ed Conf Uber Charge                                                               | \$41.80           |
|              | 11/29/2022 | VISA              | 2023 Membership                                                                         | \$40.00           |
|              | 11/29/2022 | VISA              | TimeClock Subscription                                                                  | \$92.24           |
|              | 11/29/2022 | VISA              | Batteries                                                                               | \$52.96           |
|              | 11/29/2022 | VISA              | Room Darkening Shades                                                                   | \$196.47          |
|              | 11/29/2022 | VISA              | Differentiation for English Learners Poster                                             | \$25.00           |
|              | 11/29/2022 | VISA              | EL Educator Toolkit (digital download)                                                  | \$199.00          |
|              | 11/29/2022 | VISA              | Shipping                                                                                | \$8.00            |
|              | 11/29/2022 | VISA              | Classroom Drone Essentials                                                              | \$1,793.55        |
|              |            | <b>VISA Total</b> |                                                                                         | <b>\$7,141.06</b> |

| Check Number | Check Date | Payee                                | Reason                                                                                                                                                                                                                             | Amount            |
|--------------|------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
|              | 12/7/2022  | VISA-2                               | National ESEA Conf Registration                                                                                                                                                                                                    | \$2,945.00        |
|              | 12/7/2022  | VISA-2                               | FCS Conf Registration                                                                                                                                                                                                              | \$150.00          |
|              | 12/7/2022  | VISA-2                               | Elem Supplies                                                                                                                                                                                                                      | \$93.97           |
|              | 12/7/2022  | VISA-2                               | Subscription Renewal - CH                                                                                                                                                                                                          | \$15.00           |
|              | 12/7/2022  | VISA-2                               | State Ed Conf Lodging - Reversal - Direct Billed                                                                                                                                                                                   | (\$421.88)        |
|              | 12/7/2022  | VISA-2                               | Legislative Preview Parking                                                                                                                                                                                                        | \$11.25           |
|              | 12/7/2022  | VISA-2                               | Membership Renewal                                                                                                                                                                                                                 | \$110.00          |
|              | 12/7/2022  | VISA-2                               | Fuel                                                                                                                                                                                                                               | \$55.16           |
|              | 12/7/2022  | VISA-2                               | BL 100 YD Rattail                                                                                                                                                                                                                  | \$12.99           |
|              | 12/7/2022  | VISA-2                               | Scipy Premo Multi                                                                                                                                                                                                                  | \$69.98           |
|              | 12/7/2022  | VISA-2                               | Tax                                                                                                                                                                                                                                | \$5.81            |
|              | 12/9/2022  | VISA-2                               | Airfare                                                                                                                                                                                                                            | \$2,035.20        |
|              | 12/9/2022  | VISA-2                               | Trip Protection                                                                                                                                                                                                                    | \$179.94          |
|              |            | <b>VISA-2 Total</b>                  |                                                                                                                                                                                                                                    | <b>\$5,262.42</b> |
| 53109        | 12/9/2022  | ACE Hardware & Home                  | Dowel/Mouse Trap                                                                                                                                                                                                                   | \$32.34           |
| 53109        | 12/9/2022  | ACE Hardware & Home                  | Spray Paint, Sandpaper                                                                                                                                                                                                             | \$19.13           |
|              |            | <b>ACE Hardware &amp; Home Total</b> |                                                                                                                                                                                                                                    | <b>\$51.47</b>    |
|              | 12/9/2022  | Amazon                               | ?Plug-Play with 4 Mic? Lavalier Wireless Microphone for iPhone iPad Amazon Live Stream,Recording,YouTube,Facebook,Vlog,Interview, iPhone Lapel Mic Noise Reduction (NO Need APP/Bluetooth)-Upgraded                                | \$189.90          |
|              | 12/9/2022  | Amazon                               | Gaiam Balance Ball Chair Stool, Half-Dome Stability Ball Adjustable Swivel Rolling Chair Drafting Stool for Desks in Office, Classroom, Doctors, Physicians, Massage Therapists, Salons - Black 23                                 | \$239.98          |
|              | 12/9/2022  | Amazon                               | KCups                                                                                                                                                                                                                              | \$28.96           |
|              | 12/9/2022  | Amazon                               | Keurig                                                                                                                                                                                                                             | \$99.99           |
|              | 12/9/2022  | Amazon                               | Lavalier Wireless Microphone                                                                                                                                                                                                       | (\$195.89)        |
|              | 12/9/2022  | Amazon                               | Safco Products 4751BV Zenergy Ball Chair, Black Vinyl, Low Profile, Active Seating, Easy-to-Clean                                                                                                                                  | \$358.00          |
|              | 12/9/2022  | Amazon                               | Shipping                                                                                                                                                                                                                           | \$5.99            |
|              | 12/9/2022  | Amazon                               | Boomwhackers C Major Diatonic Scale Set with Octavator Caps 8-Pack                                                                                                                                                                 | \$131.55          |
|              | 12/9/2022  | Amazon                               | Liyafy Trumpet Euphonium Horn Professional Mouthpiece Puller Remover Tool for Brass Wind Instrument Red                                                                                                                            | \$37.98           |
|              | 12/9/2022  | Amazon                               | All American Boys                                                                                                                                                                                                                  | \$40.56           |
|              | 12/9/2022  | Amazon                               | Between Two Skies                                                                                                                                                                                                                  | \$7.99            |
|              | 12/9/2022  | Amazon                               | Discount                                                                                                                                                                                                                           | (\$10.14)         |
|              | 12/9/2022  | Amazon                               | Amazon Basics Ruled Lined Index Cards - 3x5 Inches (10 Packs of 100)                                                                                                                                                               | \$36.20           |
|              | 12/9/2022  | Amazon                               | CFS Products Plastic Comb Binding Spines, 1 Inch Diameter, Black, 200 Sheets, 100 Pack 13100                                                                                                                                       | \$77.90           |
|              | 12/9/2022  | Amazon                               | Copy Stamp                                                                                                                                                                                                                         | \$21.98           |
|              | 12/9/2022  | Amazon                               | Fellowes 52326 Plastic Binding Combs - Round Back, 1/2 Inches, 90 sheets, Black, 100 Pack                                                                                                                                          | \$13.20           |
|              | 12/9/2022  | Amazon                               | Fellowes 52367 Plastic Comb Bindings, 3/4" Diameter, 150 Sheet Capacity, Black (Pack of 100 Combs)                                                                                                                                 | \$43.90           |
|              | 12/9/2022  | Amazon                               | Lavalier Wireless Microphone                                                                                                                                                                                                       | \$195.89          |
|              | 12/9/2022  | Amazon                               | Shipping                                                                                                                                                                                                                           | \$5.99            |
|              | 12/9/2022  | Amazon                               | Supplies                                                                                                                                                                                                                           | \$110.79          |
|              | 12/9/2022  | Amazon                               | Ultimate Variety Sampler Care Package - Gift Package, Snacks, Chips, Cookies, Bars, Candies, Nuts Gift Box, Great for HALLOWEEN, Christmas, Thanks Giving, Office Meetings ,Friends & Family, Military,College Students (50 Count) | \$29.97           |
|              | 12/9/2022  | Amazon                               | BPFY 1 Pack 8.5" x 11" Recipe Book to Write in Your Own Recipes, Blank Recipe Notebook, Spiral Cookbook Recipe Journal Notebook Include 120 Recipes Page (Farmhouse)                                                               | \$89.94           |
|              | 12/9/2022  | Amazon                               | SWM47491 - Hot Cocoa Mix                                                                                                                                                                                                           | \$77.92           |

| Check Number | Check Date | Payee                                          | Reason                                                                                                                                                                                 | Amount            |
|--------------|------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
|              | 12/9/2022  | Amazon                                         | Anti-Fatigue Ergonomic Mat                                                                                                                                                             | \$67.45           |
|              | 12/9/2022  | Amazon                                         | Chain Link Fence Clip                                                                                                                                                                  | (\$5.99)          |
|              | 12/9/2022  | Amazon                                         | Chain Link Fence Clip                                                                                                                                                                  | \$55.89           |
|              | 12/9/2022  | Amazon                                         | Sloan Valve                                                                                                                                                                            | \$79.98           |
|              | 12/9/2022  | Amazon                                         | Full Size 3x3x3 Cube Set,Puzzle Party Toy, Eco-Friendly Material with Vivid Colors,Party Favor School Supplies Puzzle Game Set for Kids and Adults(20 Pack),2.2 Inch Each Side.        | \$33.69           |
|              | 12/9/2022  | Amazon                                         | HeroClix Marvel Avengers Forever Booster Brick - Includes 10 Boosters (50 Miniatures Total) - Randomly Assorted                                                                        | \$169.99          |
|              | 12/9/2022  | Amazon                                         | Shipping                                                                                                                                                                               | \$11.98           |
|              | 12/9/2022  | Amazon                                         | SUPETE NO Card Game(4PACK)                                                                                                                                                             | \$138.90          |
|              | 12/9/2022  | Amazon                                         | LEGO MINDSTORMS EV3 31313 Robot Kit with Remote Control for Kids, Educational STEM Toy for Programming and Learning How to Code (601 Pieces)                                           | \$799.95          |
|              | 12/9/2022  | Amazon                                         | Shipping                                                                                                                                                                               | \$5.99            |
|              | 12/9/2022  | Amazon                                         | Skydio 2 Pro Kit - Autonomous Cinema Drone with Advanced Cinematic Skills, Unmatched 360° Obstacle Avoidance, 4K60 HDR Camera, 27 Minute Flight Time, with 2 Year Skydio Care Warranty | \$2,395.24        |
|              |            | <b>Amazon Total</b>                            |                                                                                                                                                                                        | <b>\$5,391.62</b> |
| 53110        | 12/9/2022  | Appearra                                       | Shop Towels, Mops, Coats                                                                                                                                                               | \$37.23           |
| 53110        | 12/9/2022  | Appearra                                       | Mops, Towels & Aprons                                                                                                                                                                  | \$224.56          |
| 53110        | 12/9/2022  | Appearra                                       | BB Towels & Uniforms                                                                                                                                                                   | \$82.20           |
| 53110        | 12/9/2022  | Appearra                                       | BB Towels & Uniforms                                                                                                                                                                   | \$82.24           |
|              |            | <b>Appearra Total</b>                          |                                                                                                                                                                                        | <b>\$426.23</b>   |
| 53111        | 12/9/2022  | Apple, Inc.                                    | Logitech Rugged Combo 3 Case with Integrated Smart Connector Keyboard for 10.2-inch iPad (7th, 8th & 9th generation) - Blue                                                            | \$999.50          |
|              |            | <b>Apple, Inc. Total</b>                       |                                                                                                                                                                                        | <b>\$999.50</b>   |
| 53112        | 12/9/2022  | Barnes & Noble Bookstore, Inc                  | One and Only Ivan                                                                                                                                                                      | \$1,698.30        |
| 53112        | 12/9/2022  | Barnes & Noble Bookstore, Inc                  | One and Only Ivan: New Friends                                                                                                                                                         | \$174.50          |
|              |            | <b>Barnes &amp; Noble Bookstore, Inc Total</b> |                                                                                                                                                                                        | <b>\$1,872.80</b> |
| 53113        | 12/9/2022  | Bomgaars                                       | Ball Valve                                                                                                                                                                             | \$88.37           |
|              |            | <b>Bomgaars Total</b>                          |                                                                                                                                                                                        | <b>\$88.37</b>    |
| 53114        | 12/9/2022  | Brown, Cory E                                  | Coaching Endorsement Reimb                                                                                                                                                             | \$115.00          |
|              |            | <b>Brown, Cory E Total</b>                     |                                                                                                                                                                                        | <b>\$115.00</b>   |
| 53115        | 12/9/2022  | BSN Sports                                     | Rugs                                                                                                                                                                                   | \$1,682.55        |
|              |            | <b>BSN Sports Total</b>                        |                                                                                                                                                                                        | <b>\$1,682.55</b> |
|              | 12/9/2022  | Century Link                                   | Phone Service                                                                                                                                                                          | \$398.53          |
|              | 12/9/2022  | Century Link                                   | Phone/Internet Service                                                                                                                                                                 | \$115.27          |
|              |            | <b>Century Link Total</b>                      |                                                                                                                                                                                        | <b>\$513.80</b>   |
| 53116        | 12/9/2022  | Chartwells                                     | 8th Grade Campus Visit                                                                                                                                                                 | \$240.00          |
|              |            | <b>Chartwells Total</b>                        |                                                                                                                                                                                        | <b>\$240.00</b>   |
| 53117        | 12/9/2022  | City of Wakefield                              | Utilities                                                                                                                                                                              | \$520.53          |
| 53117        | 12/9/2022  | City of Wakefield                              | PF Utilities                                                                                                                                                                           | \$255.71          |
| 53117        | 12/9/2022  | City of Wakefield                              | Stadium Utilities                                                                                                                                                                      | \$192.63          |
| 53117        | 12/9/2022  | City of Wakefield                              | Utilities                                                                                                                                                                              | \$3,778.73        |
|              |            | <b>City of Wakefield Total</b>                 |                                                                                                                                                                                        | <b>\$4,747.60</b> |
| 53118        | 12/9/2022  | CMBA Architects                                | Master Planning                                                                                                                                                                        | \$7,264.50        |
|              |            | <b>CMBA Architects Total</b>                   |                                                                                                                                                                                        | <b>\$7,264.50</b> |
| 53119        | 12/9/2022  | Cubby's Inc.                                   | Bus Diesel                                                                                                                                                                             | \$3,442.07        |
| 53119        | 12/9/2022  | Cubby's Inc.                                   | Pickup Fuel                                                                                                                                                                            | \$63.73           |
| 53119        | 12/9/2022  | Cubby's Inc.                                   | Suburban Fuel                                                                                                                                                                          | \$102.67          |
| 53119        | 12/9/2022  | Cubby's Inc.                                   | Van Fuel                                                                                                                                                                               | \$454.42          |

| Check Number | Check Date | Payee                                      | Reason                                                                                        | Amount            |
|--------------|------------|--------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------|
|              |            | <b>Cubby's Inc. Total</b>                  |                                                                                               | <b>\$4,062.89</b> |
| 53120        | 12/9/2022  | Dollar General                             | Supplies                                                                                      | \$11.98           |
| 53120        | 12/9/2022  | Dollar General                             | Root Beer Floats - 1st Grade                                                                  | \$50.60           |
| 53120        | 12/9/2022  | Dollar General                             | not to exceed \$300 for the three preschool classrooms for cooking/science/playdough supplies | \$18.45           |
| 53120        | 12/9/2022  | Dollar General                             | Vinegar                                                                                       | \$7.50            |
|              |            | <b>Dollar General Total</b>                |                                                                                               | <b>\$88.53</b>    |
| 53121        | 12/9/2022  | Egan Supply Co.                            | Supplies                                                                                      | \$810.36          |
|              |            | <b>Egan Supply Co. Total</b>               |                                                                                               | <b>\$810.36</b>   |
| 53122        | 12/9/2022  | Ekberg Auto Parts, Inc.                    | Anti Freeze                                                                                   | \$95.88           |
| 53122        | 12/9/2022  | Ekberg Auto Parts, Inc.                    | Anti Gel                                                                                      | \$227.76          |
| 53122        | 12/9/2022  | Ekberg Auto Parts, Inc.                    | Body Repair Dolly                                                                             | \$52.48           |
| 53122        | 12/9/2022  | Ekberg Auto Parts, Inc.                    | Battery Tender                                                                                | \$63.98           |
| 53122        | 12/9/2022  | Ekberg Auto Parts, Inc.                    | Trailer Hitch Repair                                                                          | \$82.99           |
| 53122        | 12/9/2022  | Ekberg Auto Parts, Inc.                    | Blue DEF                                                                                      | \$242.35          |
|              |            | <b>Ekberg Auto Parts, Inc. Total</b>       |                                                                                               | <b>\$765.44</b>   |
| 53123        | 12/9/2022  | Essential Screens                          | Background Screening                                                                          | \$149.66          |
|              |            | <b>Essential Screens Total</b>             |                                                                                               | <b>\$149.66</b>   |
| 53124        | 12/9/2022  | ESU #1                                     | LAN Managers Mtg                                                                              | \$25.00           |
| 53124        | 12/9/2022  | ESU #1                                     | EL Standards & Resources                                                                      | \$100.00          |
| 53124        | 12/9/2022  | ESU #1                                     | EL Standards & Resources                                                                      | \$50.00           |
|              |            | <b>ESU #1 Total</b>                        |                                                                                               | <b>\$175.00</b>   |
| 53125        | 12/9/2022  | ESU #2                                     | Contest Cadre/Art                                                                             | \$25.00           |
|              |            | <b>ESU #2 Total</b>                        |                                                                                               | <b>\$25.00</b>    |
| 53126        | 12/9/2022  | Harris School Solutions                    | Census 2/1/23-1/31/24                                                                         | \$906.50          |
|              |            | <b>Harris School Solutions Total</b>       |                                                                                               | <b>\$906.50</b>   |
| 53127        | 12/9/2022  | Heartland Scenic Studio                    | Light Fixture Installation                                                                    | \$3,500.00        |
| 53127        | 12/9/2022  | Heartland Scenic Studio                    | Spot Light Installation                                                                       | \$4,935.00        |
| 53127        | 12/9/2022  | Heartland Scenic Studio                    | Training                                                                                      | \$600.00          |
|              |            | <b>Heartland Scenic Studio Total</b>       |                                                                                               | <b>\$9,035.00</b> |
| 53128        | 12/9/2022  | John's Welding & Tool LLC                  | ITE Metal                                                                                     | \$386.76          |
|              |            | <b>John's Welding &amp; Tool LLC Total</b> |                                                                                               | <b>\$386.76</b>   |
| 53129        | 12/9/2022  | KSB School Law, PC LLO                     | Legal Services                                                                                | \$65.00           |
|              |            | <b>KSB School Law, PC LLO Total</b>        |                                                                                               | <b>\$65.00</b>    |
| 53130        | 12/9/2022  | Matheson Tri-Gas Inc                       | ITE Gases                                                                                     | \$343.99          |
| 53130        | 12/9/2022  | Matheson Tri-Gas Inc                       | ITE Supplies                                                                                  | \$673.23          |
|              |            | <b>Matheson Tri-Gas Inc Total</b>          |                                                                                               | <b>\$1,017.22</b> |
| 53131        | 12/9/2022  | Miller Building Supply                     | Bit Hammers                                                                                   | \$36.98           |
| 53131        | 12/9/2022  | Miller Building Supply                     | Softner Salt                                                                                  | \$153.80          |
| 53131        | 12/9/2022  | Miller Building Supply                     | BB Supplies                                                                                   | \$217.89          |
| 53131        | 12/9/2022  | Miller Building Supply                     | Finish Plycrylic                                                                              | \$24.99           |
|              |            | <b>Miller Building Supply Total</b>        |                                                                                               | <b>\$433.66</b>   |
| 53132        | 12/9/2022  | Nebr Council Of School Adm                 | Legislative Preview                                                                           | \$120.00          |
|              |            | <b>Nebr Council Of School Adm Total</b>    |                                                                                               | <b>\$120.00</b>   |
| 53133        | 12/9/2022  | Northeast Nebraska Tire & Trailer Sales    | Tire Repair                                                                                   | \$64.50           |

| Check Number     | Check Date | Payee                                                    | Reason                                                                                    | Amount             |
|------------------|------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------|--------------------|
|                  |            | <b>Northeast Nebraska Tire &amp; Trailer Sales Total</b> |                                                                                           | <b>\$64.50</b>     |
| 53134            | 12/9/2022  | Olson's Pest Technicians                                 | Pest Control                                                                              | \$120.00           |
|                  |            | <b>Olson's Pest Technicians Total</b>                    |                                                                                           | <b>\$120.00</b>    |
| 53135            | 12/9/2022  | Omaha Marriott                                           | State Ed Conf Lodging                                                                     | \$1,684.00         |
| 53135            | 12/9/2022  | Omaha Marriott                                           | State Ed Conf Lodging                                                                     | \$356.00           |
|                  |            | <b>Omaha Marriott Total</b>                              |                                                                                           | <b>\$2,040.00</b>  |
| 53136            | 12/9/2022  | Pac N Save, Inc.                                         | Staff PD Supplies                                                                         | \$104.03           |
| 53136            | 12/9/2022  | Pac N Save, Inc.                                         | FCS Supplies                                                                              | \$263.50           |
| 53136            | 12/9/2022  | Pac N Save, Inc.                                         | Classroom Supplies                                                                        | \$24.09            |
|                  |            | <b>Pac N Save, Inc. Total</b>                            |                                                                                           | <b>\$391.62</b>    |
| 53137            | 12/9/2022  | Ponca State Park                                         | Afterschool Program                                                                       | \$50.00            |
|                  |            | <b>Ponca State Park Total</b>                            |                                                                                           | <b>\$50.00</b>     |
| 53138            | 12/9/2022  | Quality Foods                                            | FCS Supplies                                                                              | \$25.66            |
| 53138            | 12/9/2022  | Quality Foods                                            | Ind Living Supplies                                                                       | \$65.74            |
|                  |            | <b>Quality Foods Total</b>                               |                                                                                           | <b>\$91.40</b>     |
| 53139            | 12/9/2022  | Rooney, Kari A                                           | ESL Endorsement Tuition Reimb                                                             | \$1,000.00         |
|                  |            | <b>Rooney, Kari A Total</b>                              |                                                                                           | <b>\$1,000.00</b>  |
| 53140            | 12/9/2022  | RTI                                                      | Copier Lease                                                                              | \$678.94           |
| 53140            | 12/9/2022  | RTI                                                      | Managed Print Agreement                                                                   | \$117.31           |
| 53140            | 12/9/2022  | RTI                                                      | Copier Lease                                                                              | \$678.94           |
| 53140            | 12/9/2022  | RTI                                                      | Managed Print Agreement                                                                   | \$117.30           |
| 53140            | 12/9/2022  | RTI                                                      | SPS-PNL 15.6 FHD AG LED UWVA 250 Top cover with keyboard - CP BL US Shipping and Handling | \$334.00           |
|                  |            | <b>RTI Total</b>                                         |                                                                                           | <b>\$1,926.49</b>  |
| 53141            | 12/9/2022  | Tom's Body & Paint Shop                                  | Van Repairs                                                                               | \$500.00           |
|                  |            | <b>Tom's Body &amp; Paint Shop Total</b>                 |                                                                                           | <b>\$500.00</b>    |
|                  | 12/9/2022  | Verizon                                                  | Mobile Hot Spots                                                                          | \$201.54           |
|                  |            | <b>Verizon Total</b>                                     |                                                                                           | <b>\$201.54</b>    |
| 53142            | 12/9/2022  | Wakefield School-Interim                                 | National ESEA Conf Registration                                                           | \$589.00           |
| 53142            | 12/9/2022  | Wakefield School-Interim                                 | Pete the Cat - Field Trip                                                                 | \$196.00           |
| 53142            | 12/9/2022  | Wakefield School-Interim                                 | Postage                                                                                   | \$400.00           |
|                  |            | <b>Wakefield School-Interim Total</b>                    |                                                                                           | <b>\$1,185.00</b>  |
|                  | 12/9/2022  | Walmart Community                                        | FCS Supplies                                                                              | \$35.82            |
|                  | 12/9/2022  | Walmart Community                                        | Afterschool Program Supplies                                                              | \$135.00           |
|                  |            | <b>Walmart Community Total</b>                           |                                                                                           | <b>\$170.82</b>    |
| 53143            | 12/9/2022  | Waste Connections of Nebraska Inc                        | Garbage Service                                                                           | \$360.00           |
| 53143            | 12/9/2022  | Waste Connections of Nebraska Inc                        | Rolloff Rental                                                                            | \$55.00            |
|                  |            | <b>Waste Connections of Nebraska Inc Total</b>           |                                                                                           | <b>\$415.00</b>    |
| 53144            | 12/9/2022  | Wayne Herald                                             | Kitchen Ad                                                                                | \$185.00           |
|                  |            | <b>Wayne Herald Total</b>                                |                                                                                           | <b>\$185.00</b>    |
|                  | 12/9/2022  | Woodriver Energy LLC                                     | Oct Natural Gas - BHE195185                                                               | \$546.33           |
|                  | 12/9/2022  | Woodriver Energy LLC                                     | Oct Natural Gas - BHE231582                                                               | \$857.82           |
|                  | 12/9/2022  | Woodriver Energy LLC                                     | Oct Natural Gas - NGM829096                                                               | \$88.15            |
|                  |            | <b>Woodriver Energy LLC Total</b>                        |                                                                                           | <b>\$1,492.30</b>  |
| <b>Sub Total</b> |            |                                                          |                                                                                           | <b>\$63,671.61</b> |

| Check Number       | Check Date   | Payee                                          | Reason                      | Amount             |
|--------------------|--------------|------------------------------------------------|-----------------------------|--------------------|
| <b>Sorted By</b>   | <b>Value</b> | <b>Description</b>                             |                             |                    |
| FUND               | 06           | School Nutrition Fund                          |                             |                    |
| Check Number       | Check Date   | Payee                                          | Reason                      | Amount             |
|                    | 11/29/2022   | VISA                                           | InService Rolls             | \$100.94           |
|                    | 11/29/2022   | VISA                                           | Membership Dues             | \$58.50            |
|                    |              | <b>VISA Total</b>                              |                             | <b>\$159.44</b>    |
| 5643               | 12/9/2022    | ACE Hardware & Home                            | Electric Knife              | \$27.99            |
|                    |              | <b>ACE Hardware &amp; Home Total</b>           |                             | <b>\$27.99</b>     |
| 5644               | 12/9/2022    | Appeara                                        | Aprons, Mops & Towels       | \$91.74            |
|                    |              | <b>Appeara Total</b>                           |                             | <b>\$91.74</b>     |
|                    | 12/9/2022    | Cash-Wa Distributing                           | Shortage                    | (\$33.33)          |
|                    | 12/9/2022    | Cash-Wa Distributing                           | Food/Supplies               | \$939.05           |
|                    | 12/9/2022    | Cash-Wa Distributing                           | Shortage                    | (\$44.58)          |
|                    | 12/9/2022    | Cash-Wa Distributing                           | Food                        | \$11,056.56        |
|                    | 12/9/2022    | Cash-Wa Distributing                           | Food/Supplies               | \$12,272.17        |
|                    | 12/9/2022    | Cash-Wa Distributing                           | Fruit                       | \$392.48           |
|                    |              | <b>Cash-Wa Distributing Total</b>              |                             | <b>\$24,582.35</b> |
| 5645               | 12/9/2022    | City of Wakefield                              | Utilities                   | \$25.37            |
| 5645               | 12/9/2022    | City of Wakefield                              | Utilities                   | \$194.10           |
|                    |              | <b>City of Wakefield Total</b>                 |                             | <b>\$219.47</b>    |
| 5646               | 12/9/2022    | Dollar General                                 | Cleaning Supplies           | \$34.50            |
| 5646               | 12/9/2022    | Dollar General                                 | Supplies                    | \$3.95             |
| 5646               | 12/9/2022    | Dollar General                                 | Groceries                   | \$35.55            |
|                    |              | <b>Dollar General Total</b>                    |                             | <b>\$74.00</b>     |
| 5647               | 12/9/2022    | Egan Supply Co.                                | Supplies                    | \$327.68           |
|                    |              | <b>Egan Supply Co. Total</b>                   |                             | <b>\$327.68</b>    |
| 5648               | 12/9/2022    | Hiland Dairy                                   | Milk/Juice                  | \$3,559.14         |
|                    |              | <b>Hiland Dairy Total</b>                      |                             | <b>\$3,559.14</b>  |
| 5649               | 12/9/2022    | Quality Foods                                  | Food/Supplies               | \$57.07            |
| 5649               | 12/9/2022    | Quality Foods                                  | Food                        | \$140.67           |
| 5649               | 12/9/2022    | Quality Foods                                  | Food/Supplies               | \$403.40           |
|                    |              | <b>Quality Foods Total</b>                     |                             | <b>\$601.14</b>    |
| 5650               | 12/9/2022    | SIDELINES Bar & Grille                         | InService Meal              | \$87.00            |
|                    |              | <b>SIDELINES Bar &amp; Grille Total</b>        |                             | <b>\$87.00</b>     |
|                    | 12/9/2022    | Sysco Lincoln                                  | Food/Supplies               | \$626.98           |
|                    | 12/9/2022    | Sysco Lincoln                                  | Supplies                    | \$826.69           |
|                    | 12/9/2022    | Sysco Lincoln                                  | Food/Supplies               | \$264.20           |
|                    |              | <b>Sysco Lincoln Total</b>                     |                             | <b>\$1,717.87</b>  |
|                    | 12/9/2022    | Woodriver Energy LLC                           | Oct Natural Gas - NGM811131 | \$138.68           |
|                    |              | <b>Woodriver Energy LLC Total</b>              |                             | <b>\$138.68</b>    |
| 5651               | 12/9/2022    | Waste Connections of Nebraska Inc              | Garbage Service             | \$360.00           |
|                    |              | <b>Waste Connections of Nebraska Inc Total</b> |                             | <b>\$360.00</b>    |
|                    |              | <b>Grand Total</b>                             |                             | <b>\$31,946.50</b> |
| <b>Sub Total</b>   |              |                                                |                             | <b>\$31,946.50</b> |
| <b>Grand Total</b> |              |                                                |                             | <b>\$95,618.11</b> |