

Wayne Board of Education Special and Regular
Meeting
Monday, June 9, 2014 5:00 PM
Jr-Sr High School Library - Room 202
611 West 7th Street
Wayne, Nebraska 68787

- I. Amended Budget Hearing and Amend Budget-5:00 p.m.
 - I.a. Call to Order
 - I.b. Pledge of Allegiance
 - I.c. Open Meeting Act Posting and Location
 - I.d. Roll Call & Action on Absences
 - I.e. Adoption of Agenda
 - I.f. Public Hearing to Amend the 2013-14 Budget
 - I.g. Adjournment
- II. Call Meeting to Order
 - II.a. Announce Open Meeting Act Posting and Location- Wayne Community Schools, Wayne Public Library, and Wayne Post Office.
 - II.b. Action on Absence and Roll Call
 - II.c. Approval of the Agenda- The Board may enter Executive Session to discuss any matter for which Executive Session is lawful and appropriate.
 - II.d. Consent Agenda
 - II.d.I. Approval of Minutes from Previous Meetings
 - II.d.II. Financial Reports and Claims
 - II.e. Personnel
 - II.e.I. Resignation of Classified Staff
 - II.e.II. AIM - F/T Bi-Lingual Elementary School Secretary

III. Communications from the Public on Agenda Items

IV. Action Items

IV.a. Old Business

IV.a.I. 2nd Reading of 7-12 Student Handbooks

IV.b. New Business

IV.b.I. Approval to Amend the 2013-14 Budget

IV.b.II. Substitute Teacher Pay

IV.b.III. First Reading of K-6th Grade Handbook

IV.b.IV. 2014-15 Lunch Prices

IV.b.V. 2014-15 Milk Bid

IV.b.VI. First Reading of New and Revised Policies

IV.b.VI.1. First Reading of Policy 3103- Operational Finance- Purchasing
Procedures and Bidding Construction Projects

IV.b.VI.2. Update-Administrative Regulation 4003 Professional Leave & Travel
Reimbursement

IV.b.VI.3. New- First Reading of Policy 4215 Personnel- Catastrophic Illness or
Injury Leave

IV.b.VI.4. New Policy- First Reading of Policy 5506- Students- Safe Pupil
Transportation Plan

IV.b.VI.5. Policy 5313- Student- Attendance Policy & Excessive Absenteeism

IV.b.VI.6. New Policy- Policy 6213- Student- High School Credit for Middle
School Courses

IV.b.VI.7. Policy 6283- Instruction- Concussions

IV.b.VI.8. New Policy- Policy 6285- Instruction- Student Participation in Athletic
Contests Between Schools

IV.b.VI.9. New Policy- Policy 11003- Public Participation in the School District-
Tobacco

V. Boardsmanship

V.a. Wayne Area Economic Development (WAED) will be holding a joint partners meeting on Tuesday, June 24 from 5:30 pm to 7:00 pm at the City Auditorium's North Meeting Room.

V.b. School Law Seminar Review

VI. Future Agenda Items

VII. Executive Session- (If Needed)

VIII. Action taken from Executive Session-(If Needed)

IX. Adjournment

NOTICE OF AMENDED BUDGET HEARING AND AMENDED BUDGET SUMMARY

State of Nebraska
Budget Form - NBH-School District
 Statement of Publication

Wayne Community School District (90-0017) in Wayne County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 9th day of June, 2014 at 5 o'clock, P.M., at Wayne Jr/Sr High School Library for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The budget detail is available at the office of the Clerk/Secretary during regular business hours.

[Signature]
 Clerk/Secretary

FUNDS	Actual	Actual/Estimated	Budgeted	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Fee and Delinquent Tax Allowance (6)	Total Personal and Real Property Tax Requirement (7)
	Disbursements & Transfers	Disbursements & Transfers	Disbursements & Transfers				
	(1)	(2)	(3)				
General	\$ 8,247,280.00	\$ 9,708,394.00	\$ 11,173,172.00	\$ 709,195.00	\$ 5,274,867.00	\$ 66,742.36	\$ 6,674,242.36
Depreciation	\$ 80,185.00	\$ 84,487.00	\$ 474,303.00	-	\$ 474,303.00	-	-
Employee Benefit	\$ -	\$ -	\$ 42,859.00	-	\$ 42,859.00	-	-
Contingency	\$ -	\$ -	\$ -	-	-	-	-
Activities	\$ 405,630.00	\$ 522,500.00	\$ 539,000.00	\$ 74,000.00	\$ 613,000.00	-	-
School Lunch	\$ 522,634.00	\$ 410,879.00	\$ 417,934.00	\$ 50,000.00	\$ 467,934.00	-	-
Bond	\$ 452,623.00	\$ 867,920.00	\$ 697,640.00	\$ 69,572.00	\$ 270,392.00	\$ 5,018.38	\$ 501,838.38
Special Building	\$ 68,333.00	\$ 462,500.00	\$ 1,385,364.00	-	\$ 1,010,364.00	\$ 3,787.88	\$ 378,787.88
Qualified Capital Purpose Undertaking	\$ 4,256,558.00	\$ 465,400.00	\$ 563,119.00	\$ 100,000.00	\$ 317,419.00	\$ 3,491.92	\$ 349,191.92
Cooperative	\$ -	\$ 100,000.00	\$ -	-	-	-	-
Student Fee	\$ -	\$ 20,000.00	\$ 20,000.00	-	\$ 20,000.00	-	-
TOTALS	\$ 14,033,243.00	\$ 12,642,080.00	\$ 15,313,391.00	\$ 1,002,767.00	\$ 8,491,138.00	\$ 79,040.54	\$ 7,904,060.54

Total Personal and Real Property Tax Requirement For Bonds
\$ 851,030.30

Total Personal and Real Property Tax Requirement for ALL Other
\$ 7,053,030.24

The purpose of this budget amendment is to allow expenditures for the HVAC project. This amendment creates no change in the tax levy for the district.

Minutes
Wayne Board of Education
Regular Board Meeting
May 12, 2014

The regular meeting of the Wayne Board of Education was held at Wayne Jr/Sr High School, Wayne, Nebraska, on Monday, May 12, 2014 at 5:00 p.m. Notice of the meeting and place of agenda was posted at Wayne Community Schools, Wayne Public Library, Wayne Post Office, and online: meeting.nasbline.org. A copy of the Nebraska Open Meeting Act was displayed for the public to read. The Pledge of Allegiance was recited.

Roll Call & Action on Absences:

The following Board members answered to roll call: Mrs. Wendy Consoli, Mr. Mark Evetovich, Mr. Rod Garwood, Mr. Ken Jorgensen, Dr. Carolyn Linster and Dr. Jeryl Nelson. Also present Mr. Mike Pieper, Attorney.

Adoption of the Agenda:

The Board may enter Executive session to discuss any matter for which executive session is lawful and appropriate.

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

Consent Agenda:

Approval of Minutes and Financial Claims

Motion by Consoli, second by Evetovich to approve the minutes from the Regular Meeting on April 14, 2014, Special Meeting, April 30, 2014, and Financial Claims as presented. Motion carried. Roll call vote: Consoli, yes; Garwood, yes; Jorgensen, yes; Evetovich, yes; Linster, yes; Nelson, yes.

Personnel:

The Board received the resignations from Mrs. Teri Bowers and Mrs. Jane Ahmann, para's at the Elementary School. Thank you for your service to Wayne Community Schools.

Communication from the Public:

No Communication from the Public.

Reports and Information:

Gifts: No Gifts.

Requested Presentations:

No Presentations.

Administration: *Written reports were provided by Administration. Copies of their reports are available at the District Office upon request or online: meeting.nasbline.org*

Superintendent:

Date for Board Retreat- June 9, at 1:30 p.m. will be the Board Retreat. Topics of discussion; facility analysis, finance and budget updates, agenda format and meeting structure, Board goals and AdvancEd report, and Board self-assessment.

Budget Update- Mrs. Nelson reported that the Board needs to amend the 2013-14 budget for the June 9, meeting, for the HVAC project. She also stated that security benefit is changing their compliance vender and we need to complete the contracts to the new vender.

School Improvement Visit Follow-Up- Mr. Lenihan stated we have not received the full report from the AdvancEd Team.

Facility Update-The HVAC project is on schedule and ready to start the week of May 19th. The track project should begin soon, as the concrete needs to cure for 30 days prior to surface installation. Track installation should start mid-July.

End of School Year Plans- School will dismiss on Monday, May 19 at 2:00 p.m., teachers last day is Wednesday the 21st. There will be a luncheon on Wednesday the 21st at 1:00 p.m. at Geno's. The Board is invited to attend.

NDE/Marzano Teacher and Principal Evaluation Pilot Public attachment - Marzano Pilot- Nebraska Department of Education started pilot programs last year on the Marzano or Danielson Evaluation Model. We feel the Marzano Model fits our district best for us and ties in well with APL. The principals have attended the Marzano Instructional Coaching sessions at ESU 1 this year and will look into proceeding with a Pilot for the Marzano Model.

Technology Update- Mr. Larsen has developed a Five Year PC Replacement Plan, with schedules of when warranties expire, how many computers to replace and which year to replace them in.

High School Principal- Mr. Hanson stated that students must have a permit before they can do the driving part of Drivers Education. Mr. Carnes taught a class on May 7 to help students prepare for the drivers exam that they must take to get a permit. Letters have been sent home and we had a meeting with driver's ed. candidates to explain the changes.

Special Education Director- Mrs. Bear stated over 60 athletes, and countless volunteers, participated in Spring Sprints on May 2nd. Thank you to Traci Krusemark for her help in organizing this year's event and to the National Honor Society for all their help!

ELL Report- Mrs. Bear gave a report of ELL services the District provides.

Elementary School Principal- Mrs. Pickinpaugh stated that all testing will be completed by Tuesday, May 13. Kindergarten Round-Up was successful; currently 79 children are enrolled. Summer school will be available for students the end of July and beginning of August for those students entering Kindergarten through sixth grade.

Junior High Principal/AD- Mr. Ruhl said 7th grade orientation took place on April 29. The students followed their schedule with their parents. They met every teacher and got to see each of their classrooms, and informed them that bookbags are not allowed in the classrooms for safety reasons and this is stated in student handbooks. The District Golf Meet is at the Wayne Country Club on Monday, May 20. The State Golf Tournament is May 28 and 29.

Board Committees:

Foundation and Community Relations- *Rocky Ruhl, Ken Jorgensen, Rod Garwood, Carolyn Linster, Mark Lenihan and Lindsay McLaughlin-* Mrs. McLaughlin stated that the recipients for the Idea Grant from the WCS Foundation. Congratulations go to Mr. Bear, Mrs. Rasmussen and Mrs. Davis from the Jr-Sr high school and Mrs. Maas and Mrs. Sims of the Elementary school. The Alumni Tournament was a success.

Curriculum and Americanism- *Wendy Consoli, Carolyn Linster, Jeryl Nelson and Misty Bear-* The committee reviewed the Social studies series.

Facility/Safety- *Travis Meyer, Mark Evetovich, Rod Garwood, Ken Jorgensen and Mark Hanson-* Mr. Meyer stated that they are getting ready to start summer maintenance jobs in both facilities.

Policy/Title IX- *Mark Evetovich, Wendy Consoli, Jeryl Nelson and Jill Pickinpaugh-* There are new updates to the policies from the 2014 Legislative Session.

Finance (Inc. Transportation & Budget) - *Mark Lenihan, Wendy Consoli, Rod Garwood, Ken Jorgensen, and Rochelle Nelson-* We just received the new van from Arnies that we purchased last fall.

Negotiations- *Jeryl Nelson, Carolyn Linster, Mark Evetovich, and Mark Lenihan-* No Report.

Action Items

Old Business: No old Business

New Business:

Classified Staff Salary Scale- Motion by Garwood, second by Nelson to approve the 2014-15 classified staff salary scale as presented. Motion carried. Roll call vote: Garwood, yes; Jorgensen, yes; Evetovich, yes; Linster, yes; Nelson, yes; Consoli, yes.

First Reading of 7-12 Student Handbooks- Motion by Jorgensen, second by Nelson to approve the first reading of the 7-12 student handbook, as presented. Motion carried. Roll call vote: Jorgensen, yes; Evetovich, yes; Linster, yes; Nelson, yes; Consoli, yes; Garwood, yes.

K-8 Social Studies Series- Motion by Consoli, second by Nelson to approve the quote from Houghton Mifflin Harcourt for \$42,470.51 and Gibbs Smith Publisher for \$3,073.95 for K-8th grade Social Studies textbooks and resources as presented. Motion carried. Roll call vote: Evetovich, yes; Linster, yes; Nelson, yes; Consoli, yes; Garwood, yes; Jorgensen, yes.

Technology Lab Replacement Quote- Motion by Jorgensen, second by Garwood to approve the quote from Works Computing for \$25,784 for computer replacement for the Jr-Sr High School technology lab. Motion carried. Roll call vote: Nelson, yes; Consoli, yes; Garwood, yes; Jorgensen, yes; Evetovich, yes; Linster, yes.

403b Third Party Administrator- Motion by Jorgensen, second by Consoli to grant authority to the Superintendent of Schools to execute and administer all necessary documents to complete the transition of Program Compliance Services Agreement of the WCS 403b Plan from Security Financial Resources, Inc. to TSA Consulting Group, Inc.. Motion carried. Roll call vote: Consoli, yes; Garwood, yes; Jorgensen, yes; Evetovich, yes; Linster, yes; Nelson, yes.

Boardsmanship:

Graduation- Please let Mr. Hanson know if you will be in attendance on the stage at graduation. Mr. Garwood will be absent from graduation ceremony.

Staff Appreciation Luncheon-The Board is to let Ann know if they will be attending.

2014 School Law- June 5-6, Kearney NE- Please let Ann know if you want her to register the Board for this conference.

Future Agenda Items:

November 2014 Board meeting date - Wednesday, November 12th, K-6 Student Handbook, 2nd Reading of 7-12 Student Handbook, New required policies for 1st Reading, Teacher Sub-pay, Retreat report, NASB School Law Report, Amend 2013-14 Budget, School Lunch/Breakfast and milk prices.

Executive Session: No need for Executive Session.

Action taken from Executive Session: No Action was taken

Adjournment: Linster adjourned the Wayne Board of Education Meeting at 6:23 p.m.

The next regular meeting of the Wayne Board of Education will be held on Monday, June 9, 2014 at 5:00 p.m. at Wayne Jr/Sr High School.

Ann Ruwe, Secretary

Building Fund Expenditures for June, 2014:

	1862	1,250.00	Lease Fees for 2014 HVAC
Total		<u>1,250.00</u>	

Bond Fund Expenditures for June, 2014:

	1187	66,017.50	Interest 1999 Renovations
		<u>66,017.50</u>	

Qualified Capital Purpose Expenditures for June 2014:

	1022	1,275.00	Interest 2010 Boiler
	1023	77,145.12	Interest 2010 Renovations
		<u>78,420.12</u>	

Recycling Expenditures for June, 2014:
Separate checking account used to receive payments for equipment sold on Ebay

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

	<u>0</u>
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Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
01 - GENERAL FUND					
	000EFT43	06/04/2014	State Nebraska Bank and Trust Co.	bank fees	146.11
01 - GENERAL FUND Totals:					146.11
Report Total:					146.11

Checks for Payment Listing

Direct	Dep.	Check	Check Date	Payable To	Description	Amount
	01 - GENERAL FUND					
		00013505	06/04/2014	Accessibility dot Net, Inc.	vision serv	555.00
		00013506	06/04/2014	Accent Signs & Graphics, Inc.	Drivers ed. car magnets	82.85
		00013507	06/04/2014	Ambu Tech	folding cane/Vision supply	64.25
		00013508	06/04/2014	American Broadband CLEC	phones	22.84
		00013509	06/04/2014	Arnie's Ford	insp & maint 4 vehicles	15.80
		00013509	06/04/2014	Arnie's Ford	insp & maint 4 vehicles	441.45
		00013509	06/04/2014	Arnie's Ford	insp & maint 4 vehicles	56.00
		00013509	06/04/2014	Arnie's Ford	insp & maint 4 vehicles	15.80
		00013509	06/04/2014	Arnie's Ford	insp & maint 4 vehicles	17.04
		00013509	06/04/2014	Arnie's Ford	insp & maint 4 vehicles	14.34
		00013509	06/04/2014	Arnie's Ford	insp & maint 4 vehicles	14.56
		00013509	06/04/2014	Arnie's Ford	insp & maint 4 vehicles	15.80
		00013509	06/04/2014	Arnie's Ford	insp & maint 4 vehicles	35.91
		00013509	06/04/2014	Arnie's Ford	insp & maint 4 vehicles	19.88
		00013509	06/04/2014	Arnie's Ford	insp & maint 4 vehicles	17.04
		00013510	06/04/2014	Barone Security Systems	Annual Fire Inspection	2,562.00
		00013511	06/04/2014	Black Hills Energy	utilities	216.85
		00013511	06/04/2014	Black Hills Energy	utilities	66.13
		00013512	06/04/2014	Bullseye Fire Sprinkler, Inc.	Backflow preventer	457.59
		00013513	06/04/2014	Carlson West Povondra Architects	Const Serv HVAC	7,480.81
		00013513	06/04/2014	Carlson West Povondra Architects	Const Serv Track	9,051.50
		00013514	06/04/2014	Chartwells Dining Services	meals for transition students	49.00
		00013515	06/04/2014	City Of Wayne	utilities	860.06
		00013515	06/04/2014	City Of Wayne	utilities	5,851.90
		00013515	06/04/2014	City Of Wayne	utilities	4,348.37
		00013515	06/04/2014	City Of Wayne	utilities	725.67
		00013516	06/04/2014	Cobblestone Hotel	Advance Ed Lodging	231.00
		00013517	06/04/2014	Curtis& Coleen Jeffries (Copy Write	Dist pkg, Grad Programs	12.38
		00013517	06/04/2014	Curtis& Coleen Jeffries (Copy Write	El Letterhead, El shipping	18.38
		00013517	06/04/2014	Curtis& Coleen Jeffries (Copy Write	El Letterhead, El shipping	221.09
		00013517	06/04/2014	Curtis& Coleen Jeffries (Copy Write	Dist pkg, Grad Programs	672.00
		00013518	06/04/2014	C. W. Suter Services	HS repairs	547.50
		00013518	06/04/2014	C. W. Suter Services	Qtly billing of Semi Ann Main	1,295.75
		00013518	06/04/2014	C. W. Suter Services	Qtly billing of Semi Ann Main	1,760.09
		00013519	06/04/2014	Diamond Center	Retirement Gifts	97.05
		00013519	06/04/2014	Diamond Center	Retirement Gifts	294.15
		00013519	06/04/2014	Diamond Center	Graduation plaques	123.05
		00013520	06/04/2014	Diane Peters	Mileage for debt collection	28.00
		00013521	06/04/2014	Eakes Office Plus	chair mat/supt. furn./equip.	96.99
		00013522	06/04/2014	Egan Supply Co.	Parts, carpet cleaner, supp	451.08
		00013522	06/04/2014	Egan Supply Co.	Parts, carpet cleaner, supp	71.30
		00013522	06/04/2014	Egan Supply Co.	Parts, carpet cleaner, supp	91.51
		00013522	06/04/2014	Egan Supply Co.	Parts, carpet cleaner, supp	171.21
		00013522	06/04/2014	Egan Supply Co.	Parts, carpet cleaner, supp	103.52
		00013523	06/04/2014	First National Bank Omaha	Adv Ed, Sec camer, Brogie Lodg	100.00
		00013523	06/04/2014	First National Bank Omaha	Adv Ed, Sec camer, Brogie Lodg	360.57
		00013523	06/04/2014	First National Bank Omaha	Adv Ed, Sec camer, Brogie Lodg	1,053.35
		00013523	06/04/2014	First National Bank Omaha	Adv Ed, Supt, BB Pitch, Funer	999.00

Checks for Payment Listing

Direct Dep.	Check	Check Date	Payable To	Description	Amount
	00013523	06/04/2014	First National Bank Omaha	Adv Ed, Supt, BB Pitch, Funer	363.11
	00013523	06/04/2014	First National Bank Omaha	Adv Ed, Supt, BB Pitch, Funer	59.92
	00013523	06/04/2014	First National Bank Omaha	Adv Ed, Supt, BB Pitch, Funer	26.93
	00013523	06/04/2014	First National Bank Omaha	Adv Ed, Sec camer, Brogie Lodg	100.00
	00013523	06/04/2014	First National Bank Omaha	Adv Ed, Sec camer, Brogie Lodg	3.90
	00013523	06/04/2014	First National Bank Omaha	Adv Ed, Sec camer, Brogie Lodg	14.29
	00013523	06/04/2014	First National Bank Omaha	HS Textbooks	395.55
	00013523	06/04/2014	First National Bank Omaha	Adv Ed, Sec camer, Brogie Lodg	186.70
	00013523	06/04/2014	First National Bank Omaha	Adv Ed, Sec camer, Brogie Lodg	7.79
	00013524	06/04/2014	Francotyp-Postalia, Inc.	Postage meter rent	179.85
	00013525	06/04/2014	Geno's Steakhouse	End of year Lunch	1,227.00
	00013526	06/04/2014	Gill Hauling, Inc.	Sanitation	475.00
	00013527	06/04/2014	Houghton Mifflin Harcourt Publ. Co.	K-8 soc. studies book purchase	6,929.27
	00013527	06/04/2014	Houghton Mifflin Harcourt Publ. Co.	K-8 soc. studies book purchase	13,047.42
	00013527	06/04/2014	Houghton Mifflin Harcourt Publ. Co.	K-8 soc. studies book purchase	14,226.34
	00013528	06/04/2014	J.W. Pepper & Son Inc.	EL & HS choir music	51.77
	00013528	06/04/2014	J.W. Pepper & Son Inc.	JH band music	394.99
	00013528	06/04/2014	J.W. Pepper & Son Inc.	EL & HS choir music	9.47
	00013529	06/04/2014	Learning A-Z/Explore Learning	license agreement/JH t. supply	150.90
	00013530	06/04/2014	Marco, Inc.	B/W copier pmt & usage	3,758.05
	00013531	06/04/2014	Mid States School Bus, Inc.	XS Fues, Ath, Fied Tr, Dist Mu	3,843.44
	00013531	06/04/2014	Mid States School Bus, Inc.	XS Fues, Ath, Fied Tr, Dist Mu	118.83
	00013531	06/04/2014	Mid States School Bus, Inc.	XS Fues, Ath, Fied Tr, Dist Mu	1,595.86
	00013531	06/04/2014	Mid States School Bus, Inc.	XS Fues, Ath, Fied Tr, Dist Mu	3,215.15
	00013531	06/04/2014	Mid States School Bus, Inc.	XS Fues, Ath, Fied Tr, Dist Mu	2,131.12
	00013531	06/04/2014	Mid States School Bus, Inc.	XS Fues, Ath, Fied Tr, Dist Mu	730.31
	00013532	06/04/2014	Nebr. Assoc. Of School Boards	4 reg School Law seminar	300.00
	00013532	06/04/2014	Nebr. Assoc. Of School Boards	4 reg School Law seminar	150.00
	00013532	06/04/2014	Nebr. Assoc. Of School Boards	4 reg School Law seminar	150.00
	00013533	06/04/2014	Nebraska Council Of School	ann memb Lenihan, Ruhl Hanson	585.00
	00013533	06/04/2014	Nebraska Council Of School	ann memb Lenihan, Ruhl Hanson	585.00
	00013533	06/04/2014	Nebraska Council Of School	ann memb Lenihan, Ruhl Hanson	776.00
	00013534	06/04/2014	Nebraska Link	Dist Learn Line	614.40
	00013535	06/04/2014	O'Keefe Elevator Co, Inc.	EL Elevator Insp	1,311.28
	00013536	06/04/2014	Pac 'n' Save	7/8 HS FACS, Office Supp	41.78
	00013536	06/04/2014	Pac 'n' Save	7/8 HS FACS, Office Supp	7.80
	00013536	06/04/2014	Pac 'n' Save	7/8 HS FACS, Office Supp	5.98
	00013536	06/04/2014	Pac 'n' Save	7/8 HS FACS, Office Supp	324.47
	00013537	06/04/2014	Pieper & Miller	May June Ret, April Serv	108.00
	00013537	06/04/2014	Pieper & Miller	May June Ret, April Serv	200.00
	00013538	06/04/2014	Plunkett's Pest Control	pest control	208.67
	00013539	06/04/2014	Rainbow World Child Care Center and	Early Childhood Serv	180.00
	00013540	06/04/2014	Riddell/All American Sports Corp.	athletic supplies	91.37
	00013541	06/04/2014	Right As Rain	sprinkler rep	942.00
	00013542	06/04/2014	Rochester 100 Inc.	comm. folders/ES t. supply	609.50
	00013543	06/04/2014	Susan Holdstedt (DBA S&H Tax Service)	June 125 fees	185.60
	00013544	06/04/2014	School Mate	elem. planners/ES t. supply	398.75
	00013544	06/04/2014	School Mate	elem. planners/ES t. supply	398.75
	00013545	06/04/2014	S.D. 17 Petty Cash Account	Field Painter	225.00

Checks for Payment Listing

Direct					
Dep.	Check	Check Date	Payable To	Description	Amount
	00013545	06/04/2014	S.D. 17 Petty Cash Account	Dr Ed Speaker mileage	60.20
	00013546	06/04/2014	Today's Interiors	refinish conf furn	50.00
	00013547	06/04/2014	Verizon Wireless	cell phones	91.04
	00013548	06/04/2014	Wayne Herald/Morning Shopper	legals, grad ad, envelopes, we	451.88
	00013548	06/04/2014	Wayne Herald/Morning Shopper	legals, grad ad, envelopes, we	100.00
	00013548	06/04/2014	Wayne Herald/Morning Shopper	legals, grad ad, envelopes, we	325.00
	00013548	06/04/2014	Wayne Herald/Morning Shopper	legals, grad ad, envelopes, we	265.62
	00013549	06/04/2014	Zach Heating and Cooling	Build Maint	260.20
	00013549	06/04/2014	Zach Heating and Cooling	Build Maint	325.00
01 - GENERAL FUND Totals:					105,428.66
Report Total:					105,428.66

ALL Data

Checks for Payment Listing

Arranged by:
Check Number

Direct					
Dep.	Check	Check Date	Payable To	Description	Amount
05 - Payroll Fund					
	00EFT435	05/31/2014	Internal Revenue Service	EFTPS Late Payment Penalty	2,207.66
				05 - Payroll Fund Totals:	2,207.66
				Report Total:	2,207.66

May 12, 2014

Wayne Community Schools
611 W 7th Street
Wayne NE 68787

RE: Retirement

Dear Mrs. Pickinpaugh & Mr. Lenihan,

Please accept this letter as my notification of retirement as Administrative Assistant to the Principal at Wayne Elementary Schools. My last day of employment will be May 30, 2014.

I am excited about my impending retirement but wanted to take this opportunity to thank you for all of the opportunities I have experienced working for Wayne Community Schools. I have enjoyed the 26 years I have spent at this school and will genuinely miss the students, faculty and staff.

Sincerely,

A handwritten signature in cursive script that reads "Darla".

Darla Munson

Student/Parent handbook changes for 2014-15
Wayne Jr./Sr. High School
Mark Hanson 9-12 Principal

Update all dates to 2014-15 throughout the book. Update the table of contents to reflect changes.

Page 2 – update table of contents. Page 49 add Dating violence and Concussions: return to learn protocol.

Page 3 – Update the directory. Brown, Bruening, Krusemark, Sudmann.

Page 7 – Add the following after #5 under “Grounds and Parking lot” **Failure to follow these rules will result in temporary or permanent loss of the privilege to park on school property.**

Page 10 – Add the following to the bottom of the page – **Suspensions – Any student receiving an in-school suspension (ISS) or out-of-school suspension (OSS) will be able to make up their work. ISS students will be expected to have their work done each day as long as teachers have provided them with assignments. OSS students will be given two days upon their return to school to have all work made up. OSS students may have work picked up by a parent or sibling to take home. Teachers should bring homework to the office for pick up. All ISS and OSS students will receive 80% of the grade that they earn while on suspension. Suspensions, either in or out of school will not count in the 10-day maximum.**

Page 15 – Add **e-cigarettes** to G1.

Page 16 – Add - **Insubordination to I1.** Right before Defiance of authority.

Page 17 – remove the word truancy and insert unexcused absences.

Page 24 – Under the second paragraph under “Drug Free Schools” add the following: **Lockers, parking lot and any other areas owned by the school may be searched from time to time. Drug dogs may be used in some searches. Any illegal or inappropriate materials will be removed and consequences for possession of such materials will be dealt with as per the student handbook and state/federal laws. Law enforcement will be involved in drug dog searches and may be contacted if contraband is found by administrators in other searches.**

Page 25 – remove - **Junior cell phone policy will be discussed at the assembly on the first day of school.**

Page 25 – Add:

Book Bags: Book bags are to be used to carry books and school supplies to and from school. In grades 7 and 8 the bags should be stored in their school or P.E. locker during the day (8:05 – 3:35). For grades

9-12, book bags will be permitted in classrooms only by teacher permission. Book bags should never be stored on the floor outside a classroom or in front of a locker.

Page 49: Add the following:

Concussions: Return to Learn Protocol

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical staff until the student is fully recovered.

The school administration of Wayne Community Schools adopts the NDE Guidance entitled “Bridging the Gap from Concussion to the Classroom,” and accompanying Appendix, as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

Add the following to Page 49: **Tobacco Policy: The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.**

Parent-Student Handbook of Wayne Elementary School

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Wayne Community Schools
Behavior Expectations
BE PREPARED
Be on time and ready to learn
BE RESPECTFUL
To self, others and property
DO THE RIGHT THING
No matter what the circumstances

“Learning for Life”



Working in Partnership

- ✓ Contribute to society by becoming productive, respectful, successful, and engaged global citizens
- ✓ Demonstrate positive cooperation and problem-solving skills



Commitment to Excellence

- ✓ Demonstrate responsibility and ownership for learning by developing positive goals and working to achieve them
- ✓ Take pride in accomplishments and have the resilience to learn from both successes and failures
- ✓ Acquire a well-rounded and exceptional educational experience that incorporates critical thinking skills in all academic areas



Success in Life

- ✓ Develop an appreciation of diversity and a respect for self, others, and the environment
- ✓ Utilize technology in a responsible, effective manner to access, evaluate, and use information to solve problems and communicate ideas

Wayne Community Schools

Introduction

Principal's Message

Welcome to Wayne Elementary School! Whether you are a new or continuing member of this school the information in this handbook will be of value in helping you become an important part of the community called Wayne Elementary.

The material in this handbook has been prepared to provide parents and students with information about school policies. The Elementary School follows the district's policies and procedures, adopted by the Wayne Community School Board. This policy can be viewed on the district web page. In addition, this handbook has been reviewed and approved by the Wayne Board of Education.

Be proud of our school. Take care of it, and feel free to make suggestions for improving it because this school will be whatever we make it. Let us always hold the spirit to Live Above the Line. Let us leave each day saying, "Wayne Elementary became a better place today because I was there."

Learning for life,

Mrs. Jill Pickinpaugh



The mission of Wayne Community Schools, working in partnership with the families and communities it serves, is to develop well-educated life-long learners. Wayne Community Schools promotes academic excellence, creativity, and a love of learning, within a caring and secure environment. Utilizing a variety of instructional strategies, Wayne Community Schools is committed to the success of all students.

Wayne Elementary School Directory 2014-2015

Administration

Lenihan, Mark
Pickinpaugh, Jill
Beair, Misty
Hanson, Mark
Ruhl, Rocky

Office phone: 375-3854, 375-2230

Superintendent of Schools
Elementary School Principal
Special Ed. Director
High School Principal
Jr. High Principal/
Athletic Director

Administrative Assistant

Burbach, Suzanne
Munson, Darla

Counselor K-8

Jenn Cliff

Technology

Larson, Tom
Promes, Ben

Technology Director
Assistant

Elementary School Faculty

Kindergarten

Heikes, Tanya
Meyer, Lisa
Rockhill, Emily

First Grade

Maas, Courtney
Ostrand, Kathy
Thomas, Jennifer

Second Grade

Jaixen, Mike
Lutt, Jodi
Suehl, Cheryl

Third Grade

Garvin, Liz
Sims, Emily
Wendte, Carrie

Fourth Grade

Hix, Kim
Janke, Colleen
Stewart, Winter

Language Arts/ Math/Writing
Language Arts/Math/Science
Language Arts/Math/Social St.

Fifth Grade

Long, Diane
Trenhaile, Phyl
Wragge, Dave

Language Arts/ Math
Language Arts/Social St.
Language Arts/Science

Sixth Grade

Hoskins, Joyce
Niemann, Jill
Thompson, Heidi

Language Arts/ Math
Language Arts/Science
Language Arts/Social St.

Special Education

Dorcey, Jean
Peterson, Candace
Sorensen, Jessica
Stepp, Judy

Title and ESL

Hoffman, Ashley
Lillenkamp, Darlene
Rethwish, Rich

Reading teacher/Title 1 for K,1,2
ESL
K-4 Title Math, 3-6 Title Reading

Music

Anderson, Tracy
Jensen, Carrie
Jensen, Monica

5th and 6th Vocal Music
5th and 6th Band
K-4 Vocal Music

Library/Media

Hansen, Joan

Keyboarding

Rasmussen, Annette

Physical Education

Sweetland, Rob

Para-educators

Fredrickson, Denise
Hochstein, Laura
Loberg, Jessica
Meyer, Karissa
Veldkamp, Julie

K-12 Rights and Responsibilities

The Rights

of the Students are to:

- learn in a safe and caring environment.
- be treated with respect and dignity.
- be actively involved in learning.
- express their opinions appropriately

of the Staff Members are to:

- teach in a safe and caring environment.
- be treated with respect and dignity.
- teach and guide students.
- receive cooperation from students.

The Responsibilities

of the Administration are to:

- implement and consistently follow school-wide student management plan.
- provide opportunities to train all staff, parents/guardians, and students in the implementation of the student management plan.
- inform teachers and/or parents/guardians of disciplinary actions taken when applicable.
- develop a partnership with parents and community.

of the Teaching Staff are to:

- teach, model, and review appropriate learning skills in a positive environment.
- establish and implement classroom rules and procedures consistent with the student management plan.
- be consistent in administering consequences according to the student management plan.
- maintain communication with parents/guardians regarding student progress.
- develop a partnership with parents/guardians and community.

of the Students are to:

- be prepared to learn.
- participate in class.
- complete assignments on time.
- follow rules and regulations and accept the consequences of their actions.
- respect the rights and property of others.

of the Parents /Guardians are to:

- know the rules and consequences of the student management plan.
- teach respect, the school guidelines, and appropriate behavior.
- support school policy.
- develop a partnership with the school.
- support students' activities in school and the community.

of the Community are to:

- provide an atmosphere of safety and support for students.
- act as a cooperative partner of the school in an educational/business role.

Notice of Nondiscrimination

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

It is the intent of Wayne Community Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures have been established for anyone who feels Wayne Public Schools have shown discrimination.

Inquiries or forms regarding nondiscrimination policies or grievance procedures for Title IX may be obtained by contacting the Wayne Elementary Principal at 312 Douglas Street, Wayne, Nebraska 68787, (402) 375-2230. For Title VI Section 504 contact Special Education Director Misty Bear, Wayne Elementary School.

SAFETY FOR THE CHILDREN

Grounds and Parking Lot

All traffic laws of the state apply to the operation of motor vehicles on the school grounds including the prohibition of passing a school bus loading or unloading pupils. Extreme care must be taken to prevent accidents. The school assumes no liability for damage, loss, or theft from vehicles.

East side is for parents/guardians to bring and pick up students. West side is for busses and the City Van to transport children.

Parents

1. Drive vehicles slowly, safely, and watch for children at all times.
2. Park only in designated areas. Do NOT park on crosswalks.
3. Keep bus areas (west side of school) clear from other traffic.
4. Model patience for your children.

Standards for Student Behavior

Treat others the way you want to be treated.

General Conduct—Choose to Live Above the Line—Do what is right ☺

Code of Conduct

Students are encouraged to help make their time at Wayne Elementary School both pleasant and beneficial. Students are expected to **Live Above the Line** and do what is right.

Following is the guide used by Wayne Elementary School to conduct disciplinary action. The code of conduct allows for interpretation by the administration due to circumstances and the severity of the incident.

Make Smart Choices~~Think Before Act

Choosing to not follow the conduct rules will require consequences—see MINOR/MAJOR chart pages 12-14.

1. Respect one another and always have appropriate actions.
2. Respect property at our school or any school or site visited during school sponsored events and all personal property.
3. Keep hands to oneself with only appropriate touching (high fives, side hugs).
4. Respect authority, and comply with direction of any adult school employee.
5. Always use appropriate and respectful language.
6. Wear appropriate clothes with positive sayings.
7. Show sportsmanship conduct toward visitors, our school's teams, or officials.
8. Watch athletic or music events sitting in the correct areas and leaving the gym when appropriate.

Birthdays

Birthdays are celebrated in homerooms through a variety of activities that do not include food. Please contact your child's homeroom teacher if you have any questions.

Invitations to parties are not to be distributed at school unless the entire class is invited. Office personnel may not share addresses, telephone numbers, or parents' names.

VOICE LEVELS

1.Gold	Silence is golden. Absolute silence. No one is talking
2.Blue	Spy Talk—Whispering only. Only one person can hear you.
3.Yellow	Formal Normal—Normal conversation voice.
4.Orange	Out and About—Everyone can hear you--playground fun talk
5.Red	Emergency Voice—Shouting—EMERGENCY ONLY!
If the voice volume is not being followed, staff will refer to behavior flow chart.	

Core Classroom Expectations

BE PREPARED	<ul style="list-style-type: none"> • Be on time • Be ready to learn • Have assignments complete and ready to hand in • Have needed tools—pencils, colors, etc.
BE RESPECTFUL	<ul style="list-style-type: none"> • To self • To others • To property
DO THE RIGHT THING	<ul style="list-style-type: none"> • Enter room quietly and get right to work • Follow instructions the first time • Complete work • Listen, participate, and cooperate • Keep hands, feet, and materials to self • Take responsibility for your own learning and actions

	Hallway	Lunchroom	Bathroom	Library	Computer	Inside Recess
BE SAFE!	-Walk quietly -Single file line -Keep hands, feet, objects to self -Stay with your group	-Sit in class lines Quietly criss/cross -clean hands -Walk at all times -Stay seated at tables	-Keep feet on the floor and hands to yourself -Use fixtures appropriately -Wash hands	-Walk quietly -Keep hands, feet, and objects to self	-Walk quietly -Keep hands, feet, and objects to self	-Keep hands, feet, and objects to self
BE RESPONSIBLE	-Neat coat area/lockers -Wait patiently	-Clean up your own mess -Enjoy your own lunch -Wait patiently -Get what you need while in serving area	-Flush toilet -Toilet paper in toilet -Bodily fluids in proper place -Trash in trashcan -Return to class quickly	-Return books on time -Push in your chair -Wait patiently -Take your belongings	-Handle computer and equipment carefully -Wait patiently -Take your belongings	-Use supplies, games, and toys appropriately -Neatly return Materials to designated area
BE RESPECTFUL	-Voice volume 1 Gold	-Voice volume -1Gold in line -2Blue when lights are out -3Yellow when lights are on -Table Manners -Raise hand for help	-Voice volume 2 Blue -Wait your turn -Respect privacy	-Voice volume 2 Blue -Follow staff directions -Handle books with care	-Voice volume 2 Blue -Use computer only as directed -Ask before printing	-Voice volume 3 Yellow -Wait for staff dismissal -Play fair

	Outside Recess	Bus	Before School	After School	Field Trips	Assembly
BE SAFE!	-Use equipment appropriately -Stay in fenced area -Play Safely-no rough contact games -Permission to get ball past fence -Dress for the weather (coats on if temperature is 60 or below) -Temp or wind chill 15 above will be outside -Report any injuries -Keep snow and ice and ground	-Face the front: "Seat to Seat, and Back to Back." -Enter and Exit the bus in an orderly fashion -Keep aisles clear -Keep hands, feet and objects to self	-Doors open at 7:30 -Walk directly to breakfast or the gym -Breakfast students put back pack by gym wall -Keep hands, feet, and objects to self -Walk bikes, skateboards etc when on school grounds	-Stay in correct area on East side -Be picked up by 3:45 -Only on playground with a parent -Bus student sit in correct line -All keep hands, feet, and objects to self -Walk bikes, skateboards etc when on school grounds	-Stay with adult -Keep hands, feet and objects to self	-Enter and Exit in orderly fashion -Stay with group or class pal
BE RESPONSIBLE	-Keep personal toys at home -You take it out; you return it. -Play games in designated areas	-Go directly to your seat -Keep bus clean -Wait patiently -Open windows only with permission	-Breakfast students follow lunchroom rules -Gym students stay in correct area, visit with friends -Clean up area	-Take all your belongings -Have homework and supplies -Bus students have a library book	-Hand in permission slips -Use restrooms at appropriate times -Wear proper clothing and shoes -Bring lunch or requested items	-Participate and respond appropriately -Sit criss/cross in one spot -Use restroom before entering -Take all belongings
BE RESPECTFUL	-Voice volume 4 Orange -Play Fair -Include others -Follow staff directions -Staff permission is needed to re-enter building -Line up quickly and quietly when signaled	-Voice volume 3 Yellow -Follow driver's directions	-Voice volume 3 Yellow -Lights out—quickly and quietly get into correct line and voice volume is 2 Blue -Follow staff directions -Use encouraging, polite, and kind words	-Voice Volume 2 Blue for bus students -East side volume 3 Yellow -Follow staff directions -Use encouraging, polite, and kind words	-Voice volume—staff will decide depending on location -Wait patiently -Listen to staff -Follow location rules -Use encouraging, polite, and kind words -Thank you to people at location	-Voice Volume 1 Gold—during presentation -Eyes, ears, and body ready for speaker -Wait patiently -Use appropriate applause

Student Dress

Our school is sensitive to the rapid changes in dress and grooming. However, we cannot accept those changes that depart from cleanliness, neatness, good taste, modesty, and decency. Questions about acceptable attire will be directed to building administrator. Students may need to change clothing when, or if, school authorities are convinced the dress code has been violated.

Dress code violations include:

1. Clothing containing messages considered to follow "Living Above the Line" and are positive to the classroom and to the school's educational mission should be worn.
2. If undergarments show, the office will have additional clothing and belts.
3. No headwear including hats, caps, bandanas, and scarves in the building except for medical or religious purpose. Hooded sweatshirts shall be worn with the hood down.
4. Hazardous clothing to include chains, spikes, studs, etc. are not allowed.
5. Coats generally considered as cold weather garments (e.g., NFL team coats, winter parkas, etc., hooded garments not considered a sweatshirt) are not worn in class.
6. Any tops, whether tank tops, sleeveless, etc., must have straps over both shoulders, must cover the midriff and touch the top of the pants, skirt, shorts, etc., at all times and must cover the upper chest, and not be made of see-through material.
7. Short shorts or mini-skirts are not allowed. **Use the fingertip rule for length of shorts or skirts.** Spaghetti straps, low cut blouses or backless tops allowed according to administration discretion of age appropriate. Jeans with holes, slashes, or cuts are not allowed.
8. Due to safety in PE and at recess and quietness on stairs wear socks and shoes; children are not allowed to wear open toe shoes ie. flip flops or sandals.
9. **Wear weather appropriate clothing.**

If students choose to Live Below the Line, consequences depending on the severity and number of incidences range from seminars, loss of privileges, detention, ISS, OSS or expulsion.

Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

a. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b. **Suspensions Pending Hearing.** When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

c. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

d. **Alternative Education:** Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

f. **Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational

function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

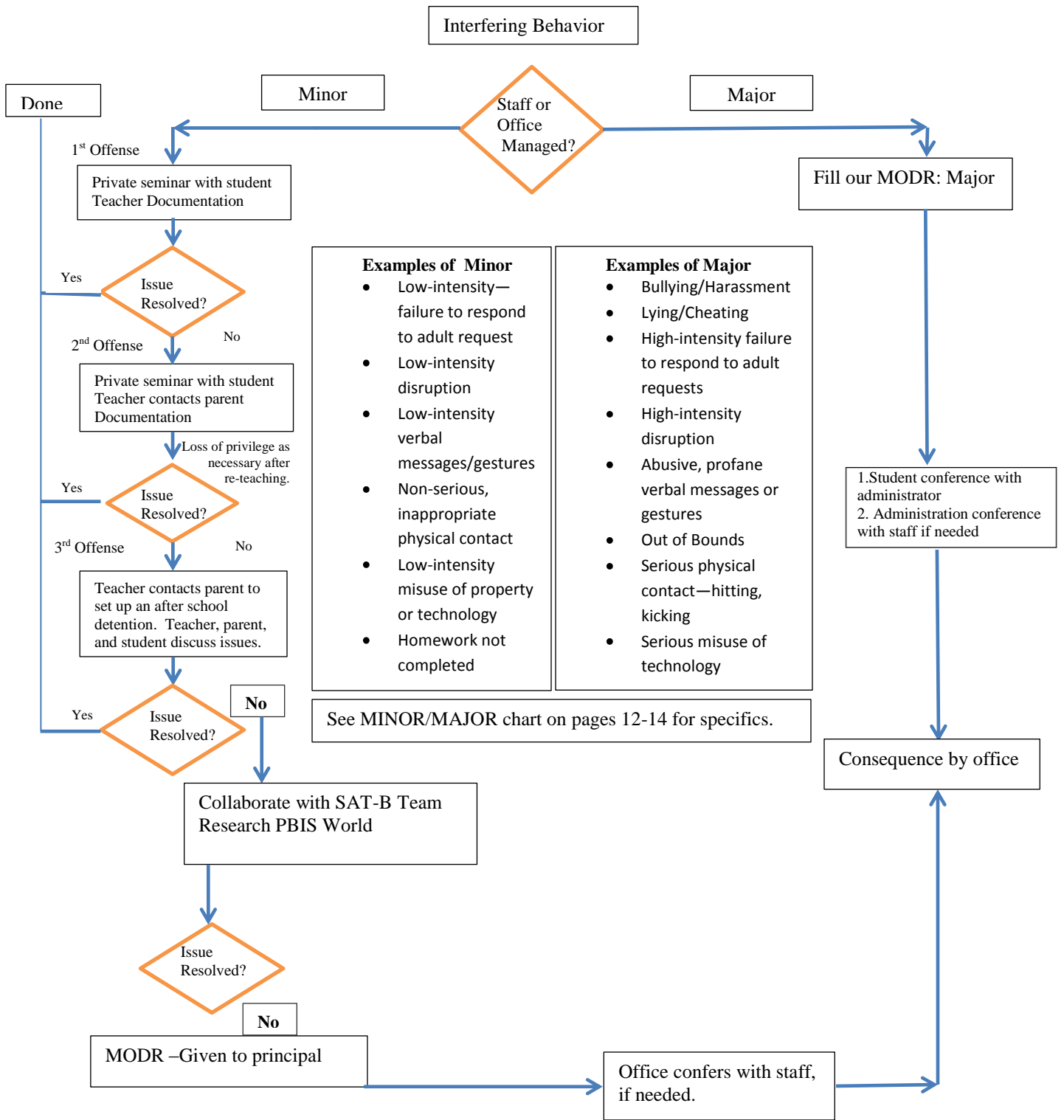
4. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

Wayne Elementary Behavior Flow Chart



Minor/ Major Chart

1. Serious Threats Bullying Harassment Cyberbullying	MINOR	Always a MAJOR offense.
	MAJOR	Student delivers disrespectful messages to another person that includes threats or intimidation, obscene gestures, pictures, or written notes. * Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin disabilities, or other personal matters. Depending on severity and/or number offenses: 1. Conference with administrator. May ISS or OSS 1 to 3 days 2. May ISS or OSS 3 to 5 days/ counseling 3. May OSS 5 to 19 days/ mandatory counseling/possible recommendation for expulsion
2. Lying/ Cheating	MINOR	Always a MAJOR offense.
	MAJOR	Student writes/tells untrue/falsifying information and/or deliberately violates rules. 1. Teacher modifies grade as appropriate/deduction in grade for cheating. Teacher notifies parents. 2. Teacher modifies grade as appropriate/ 0 points for assignment for cheating. ISS 1-3 days 3. ISS or OSS 1-5 days for cheating and counseling for reoccurring offenses Lying 1. Conference with administrator, contact parents, loss of privilege 2. May ISS or OSS 1 to 3 days/ contact parents/ counseling/may contact police
3. Defiance/ Disrespect/ Non-compliance	MINOR	Student engages in brief or low-intensity failure to respond to adult requests, failure to obey a direct instruction, play fighting. Follow behavior flow chart
	MAJOR	Student engages in sustained (or high-intensity) failure to respond to adult requests or defiance of authority (for verbal disrespect, inappropriate language), failure to go to seminar or detention. 1. May ISS 1-3 days/contact parents/ counseling/may contact police 2. May ISS or OSS 3-5 days/ contact parents/ counseling/may contact police 3. May OSS 3 to 19 days/ possible recommendation for expulsion
4. Disruption	MINOR	Student engages in low-intensity, but inappropriate, disruption. See behavior flow chart.
	MAJOR	Student engages in sustained or high intensity disruption. Behavior causing an interruption in a class activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior. 1. May ISS 1-3 days/ contact parents/ counseling/may contact police 2. May ISS or OSS 1 -3 days/ contact parents/ counseling/may contact police 3. May OSS 3 to 19 days/ possible recommendation for expulsion
5. Inappropriate Language	MINOR	Student delivers low-intensity verbal messages gestures that include swearing, name calling, or use of words in an inappropriate way. See behavior flow chart
	MAJOR	Student delivers abusive, profane verbal messages gestures that include swearing, name calling, or use of words in an inappropriate way and directed at others. 1. May ISS 1-3 days/ contact parents/ counseling/may contact police 2. May ISS or OSS 1 -3 days/ contact parents/ counseling/may contact police 3. May OSS 3 to 19 days/ possible recommendation for expulsion
6. Inappropriate Language to school personnel		Student delivers abusive, profane verbal messages gestures that include swearing, name calling, or use of words in an inappropriate way at school personnel. 1. May ISS or OSS 1 to3 days/ contact parents/ counseling/may contact police 2. May ISS or OSS 3 to5 days/ contact parents/ counseling/may contact police 3. May OSS 3 to 19 days/ possible recommendation for expulsion
7. Out-of-Bounds	MINOR	Always a MAJOR.
	MAJOR	Student is in an area that is outside of school boundaries (as defined by the school)—ie--outside of fence without permission or on a field trip, drill, etc. and not with group. If necessary, law enforcement may be called. 1. Conference with administrator 2. Loss of privilege 3. May ISS or OSS 1 to 5 days/ contact parents/ counseling/may contact police
8. Physical Contact	MINOR	Student engages in non-serious, but inappropriate physical contact. Student touches another student or gets in another student's space without permission and in such a manner that makes the other student uncomfortable. Follow behavior flow chart.
	MAJOR	Student engages in actions involving serious physical contact where injury may occur towards students or adults, such as hitting, punching, hitting with an object, kicking, hair pulling etc. Student touches another person's private areas or displays own private areas. 1. May ISS or OSS 1 to 3 days/ contact parents/ counseling/may contact police 2. May OSS 5 to 19 days/contact parents/ counseling and/or recommendation for expulsion
9. Property Misuse	MINOR	Student engages in misuse of property with restitution or clean-up. Follow behavior flow chart.
	MAJOR	Student engages in an activity that results in damage, disfigurement, or destruction of property. Depending on the severity 1. May ISS or OSS 1 to 3 days/contact parents/counseling/ may contact law enforcement/restitution if necessary 2. May ISS or OSS 3 to 10 days/contact parents/counseling/ may contact law enforcement/restitution if necessary

10. Technology Violation	MINOR	Student engages in unauthorized/non-serious use of cell phone, computer, or other technology device. See behavior flow chart and cell phone or device is brought to the office. Device may be reclaimed at the end of the day. Second offense parent picks up cell phone from office.
	MAJOR	Student engages in serious and inappropriate or fraudulent use of cell phone, computer, camera, or other technology device. 1. May ISS or OSS 1 to 3 days/contact parents/counseling/may contact law enforcement 2. May ISS or OSS 3 to 5 days/contact parents/counseling/may contact law enforcement
11. Theft or Forgery	MINOR	ALWAYS A MAJOR
	MAJOR	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name--wrongful possession of school or private material/knowingly received stolen property. 1. May ISS or OSS 1 to 3 days/contact parents/counseling/may contact law enforcement 2. May ISS or OSS 3 to 5 days/contact parents/counseling/may contact law enforcement
12. Wrongful use of skateboard, roller blades, bicycles, etc on school property	MINOR	Always a major
	MAJOR	Student uses skateboard, rollerblades, bicycle, scooter etc inappropriately or does not park properly in racks. 1. Conference with administrator 2. Confiscate device/contact parents 3. May ISS or OSS 1 to 5 days/ parents may pick up equipment at the end of the year.
13. Unattended school area	MINOR	Student is an area at school that is unauthorized. Follow behavior chart.
	MAJOR	Student is in area at school that is unauthorized and is found to be doing inappropriate things. 1. Conference with administrator 2. May ISS or OSS 1 to 3 days/contact parents/counseling/may contact law enforcement 3. May ISS or OSS 3 to 5 days/contact parents/counseling/may contact law enforcement
14. Leaving school	MINOR	Always a major
	MAJOR	Student leaves school grounds without following procedure—letting office know. 1. Conference with administrator 2. May ISS or OSS 1 to 3 days/contact parents/may contact law enforcement 3. May ISS or OSS 3 to 5 days/contact parents/counseling/may contact law enforcement/ counseling
15. Bomb threat Weapon Alcohol/Drugs	MINOR	Always a major
	MAJOR	Student has threatened or been part of bomb threat, brought a weapon to school, has possession of alcohol or drugs or is under the influence of substance or placebo or look-alike. Student is offering or selling medications or controlled substance. Student has possession of drug paraphernalia and/or sale of. 1. OSS 5 to 19 days/ contact parents/ retain weapon or substance/notify law enforcement/counseling/SCIP referral Possible recommendation for expulsion
16. Firearm	MAJOR	Mandatory 1 calendar year expulsion
17. Nuisance items	MINOR	Student has used squirt guns, snowballs etc. Follow behavior flow chart
	MAJOR	Nuisance items have been brought or used more than once. 1. Conference with administrator 2. May ISS or OSS 1 to 3 days/contact parents
18. Medications	MINOR	ALWAYS A MAJOR
	MAJOR	Student carries medications—prescriptions on person or in bookbag. 1. Contact parents 2. May ISS or OSS 1 to 5 days/contact parents/counseling/may contact law enforcement/ SCIP referral
19. Arson	MINOR	ALWAYS A MAJOR
	MAJOR	Student tries to set fire or does set fire on school grounds or in building. 1. OSS 5-19 days, notify police, parents, fire marshal, reimburse district for loss. Recommendation for expulsion.
20. Fire alarm extinguishers	MINOR	ALWAYS A MAJOR
	MAJOR	Student tampers with fire alarm or extinguishers. 1. May ISS or OSS 1 to 5 days, contact parents, may contact police, fire marshal, reimburse district for loss 2. May ISS or OSS 5 to 10 days, contact parents, may contact police, fire marshal, reimburse district for loss
21. Tobacco	MINOR	ALWAYS A MAJOR
	MAJOR	Student has possession of lighter, matches, tobacco products including e-cigarettes, or is using these products on school grounds.

		1. May ISS or OSS 1 to 5 days, confiscate items/contact parents/SCIP referral/may contact police 2. May ISS or OSS 5 to 10 days, confiscate items/contact parents/SCIP referral/may contact police
22.	MINOR	ALWAYS A MAJOR
Gambling	MAJOR	Student is gambling or wagering with use of cards, dice, etc. 1. Conference with administrator/contact parents/counseling/loss of privilege 2. May ISS or OSS 1 to 3 days/contact parents/ counseling or SCIP referral
23.	MINOR	Always a major
Emergency Drills	MAJOR	Student engages in low or high intensity disruption. Behavior causing an interruption or distraction in a drill Disruption includes sustained talking, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-class line behavior. 1. May ISS OR OSS 1 to 5 days, contact parent/counseling/may contact police 2. May OSS 3 to 10 days/ contact parent/counseling/may contact police

All consequences are dependent on the severity, number of incidences, and at the discretion of the principal.

Students are forbidden, knowingly or voluntarily, to bring to school, possess, handle, transmit, or use any firearm, knife, or other dangerous weapon in school, on school grounds, or at a school function off school grounds. Dangerous weapons shall include: a) firearms [including starter pistols, B-B guns (rifles and pistols), shotguns, air rifles and pistols, CO₂ propelled rifles and pistols, copy-cat or look-a-like rifles or pistols whether or not they are capable of expelling a projectile, see also definition below]; b) bombs, razor blades, grenades, rockets, explosives, or similar devices; c) knives, dirks or stilettos of any type, or any other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds; d) knuckles consisting of finger rings, guards or similar devices made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury by striking a person with a fist or open hand which is either enclosed by, worn on, or held by the hand or knuckles.

From the Wayne Community Schools Standards for Student Behavior:

Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a firearm. The term “firearm” as described in 18 U.S.C. 921 means (1) any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive. [This would include rifles, pistols and shotguns.] (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer, or (4) any destructive device.

The term “destructive device” means

- A. any explosive, incendiary, or poison gas such as a (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile have an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) device similar to any of the devices described in the preceding clauses;
- B. any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes is not a destructive device within the meaning of this definition since a shotgun is a firearm as defined above); and
- C. any combination of parts either designed or intended for use in converting any device into any destructive device described in paragraph A. or B. and from which a destructive device may be readily assembled.

Wayne Elementary Major Discipline Office Referral Form

Name: _____ Date: _____ Time: _____

Grade Level: _____ Referring Staff Member: _____

Location:

<input type="checkbox"/> Classroom	<input type="checkbox"/> Assembly	<input type="checkbox"/> Outdoor Recess	<input type="checkbox"/> After School
<input type="checkbox"/> Computer Lab	<input type="checkbox"/> Inside Recess	<input type="checkbox"/> Lunchroom	<input type="checkbox"/> Other
<input type="checkbox"/> Bus	<input type="checkbox"/> Bathroom	<input type="checkbox"/> Before School	
<input type="checkbox"/> Hallway	<input type="checkbox"/> Field Trip	<input type="checkbox"/> Library	

Office Dealt with Behaviors:

Possible Motivation:

<input type="checkbox"/> 4 Minors=1 Major	<input type="checkbox"/> Peer Attention
<input type="checkbox"/> Fighting	<input type="checkbox"/> Adult Attention
<input type="checkbox"/> Physical Aggression	<input type="checkbox"/> Avoid Peers
<input type="checkbox"/> Bullying	<input type="checkbox"/> Avoid Adult
<input type="checkbox"/> Harassment/Discrimination	<input type="checkbox"/> Avoid Task or Activity
<input type="checkbox"/> Inappropriate Language	<input type="checkbox"/> Don't Know
<input type="checkbox"/> Stealing	<input type="checkbox"/> Other
<input type="checkbox"/> Vandalism	
<input type="checkbox"/> Lying	
<input type="checkbox"/> Cheating	
<input type="checkbox"/> Other Behaviors	

Others Involved in Incident:

<input type="checkbox"/> None	<input type="checkbox"/> Peers	<input type="checkbox"/> Staff	<input type="checkbox"/> Substitute	<input type="checkbox"/> Unknown	<input type="checkbox"/> Other
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Administrative Decision:

<input type="checkbox"/> Peer Mediation	<input type="checkbox"/> In-School Suspension	<input type="checkbox"/> School/Community Service
<input type="checkbox"/> Loss of Recess	<input type="checkbox"/> Out-of-School Suspension	<input type="checkbox"/> Time in Office
<input type="checkbox"/> Bus Suspension	<input type="checkbox"/> Loss or Privileges	<input type="checkbox"/> Conference with Student
<input type="checkbox"/> Other		

Parent Contact Outcome:	<input type="checkbox"/> Left Voice Msg. Or Text	<input type="checkbox"/> Email	<input type="checkbox"/> Verbal Conversation w/ Parent	<input type="checkbox"/> Other
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Description of Behavior Observed:

Staff Signature: _____ Date: _____

Parent Signature: _____ Date: _____
(If Needed)

Attendance

Regular attendance is encouraged in order for your child to make satisfactory educational progress. However, we feel a sick child should not be in school. It is for this reason attendance awards are not issued in the Wayne School.

School Time

Regular school hours are 8:00 a.m. to 4:00 p.m. with students attending classes from 8:00 a.m. to 3:35 p.m. Students should not enter the building before 7:30 a.m. unless appointments have been made with teachers or administrators. Students are permitted in the building evenings or weekends only if directly supervised by a teacher or administrator.

Attendance Policy

Attendance refers to: attending all classes every day. The principal will determine excused and unexcused absences. Parent/Guardian communication is required each day a student is gone.

ABSENCES: Please call the office informing them of the reason your child will not be in attendance. (375-3854 or 375-2230). Police may be contacted to do a wellness check if there has been no communication. Pre-makeup slips must be used for all anticipated absences. Parents will be contacted, by letter, between five and eight non-school related absences per semester.

As per Nebraska State Law, any student who has accumulated five (5) absences during any quarter of the school year shall have his/her attendance profile reviewed by the principal. An attendance letter, giving parents information will be sent. On the conclusion of this review, a determination will be made regarding further action, which may include monitoring an appeal for credit for 5th & 6th grades and a parent/principal conference. During this conference, the nature of the absences will be discussed and a plan to remedy the situation will be established. Absences due to extended illness and/or accidents will receive a letter but for remediation plan.

A more detailed description of our attendance policy, which complies with LB 800, may be found in the Board of Education Policy and Regulations-Policy 5313.

Classification of Absences

When written excuses are turned into the office, the absence(s) will be classified as excused, unexcused, or school-related. The excused classification has the approval of the home and school and covers absences such as illness, death in the family, religious holidays, and medical appointments. Approval from home does not necessarily mean the school will approve the absence. After an excused absence, the student is responsible for completing any assignments missed, and he/she should inquire of the teacher about satisfactory arrangements for making up work missed. The student should not expect the teacher to initiate these arrangements; this is the student's responsibility. Full credit is given for work made-up satisfactorily.

An unexcused absence is defined as an absence from class or school for any portion of a period or day without proper authority from home and/or school. The penalty for an unexcused absence will be determined at the discretion of the administration. Once a student has arrived on school premises, he/she is supposed to be in school. Leaving the school campus without permission from the central office at any time after arrival is considered an unexcused absence and will be treated as such.

Make-Up Work - Extended Illness or Family Requests

If your child will not be in school, the parent/guardian must call the school preferably by 8:00. Assignment sheets and homework may be picked up at the office at 3:30 or earlier per/ parent request. ***If your child is too ill to come to school or leaves school for sickness, he/she may not attend after-school functions.***

If parent/guardian knows a vacation or family event will keep your child from attending school at any time, assignment sheets and homework must be completed before leaving unless otherwise approved by the teacher. Teachers must be notified to make necessary arrangements for future assignments. Children may be kept after school to get help from the teacher and to complete the necessary work.

TARDIES: Students who are tardy miss important instructional/educational time with their teacher and class. They may earn lower grades, or even fail due to missing instructional/educational time with their teacher and class. Tardy students:

- May be requested to remain after school to make up time missed (state statute 79-4173)
- May be referred to the school district's counselor/social worker after three consecutive tardies and correspondence from principal to parent/guardian
- May be referred to Child Protective Services for parent neglect after six consecutive tardies and correspondence from principal to parent/guardian (state statute 79-301)
- May be referred to County Attorney's office for parent neglect after nine consecutive tardies and correspondence from principal to parent/guardian (state statute 79-201)

Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students must check back in at the office. Students who leave without permission will be counted unexcused.

Transfer or Withdrawal from School

Any student who withdraws or transfers to another school in Nebraska or out of state should notify the central office prior to leaving. Records and transcripts will be forwarded to the appropriate school officials upon request. See the office for the appropriate checkout forms. Records will be held until the student has completed the checkout process.

General Information

Instrumental Music for 5th and 6th Grades

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

Insurance

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

Activity Tickets

Activity tickets are on sale at the beginning of the year at the office. Price of tickets will include: home games in football, basketball, wrestling, and volleyball. Tickets may be purchased up to and including the first football game of the season. Prices will be adjusted annually or as necessary.

Textbooks

Each student is responsible for the textbooks issued to him/her during the year. At the outset, teachers will check the text, note its condition, and keep record of which book each child is assigned. Should a book become lost or damaged, the following charges will apply: (a) lost book – new unit cost, (b) damage from writing, tearing or any other damage will be assessed and a fee will be issued at the discretion of the principal.

Bulletin Boards

Bulletin boards are maintained throughout the building for posting of general information and school announcements. All posters placed on the bulletin boards must be approved by the principal's office. Anyone who places a poster or bulletin on the bulletin board is responsible for its removal after it has served its purpose. Make it a habit to read bulletin board notices.

Change of Address or Phone Number or Parent Workplace

Should any student move to a new place of residence, the parent must notify the principal's office as soon as possible of address, phone number, or job changes.

Emergency Evacuation Lockout and Lockdown

Tornado, earthquake, and fire drills are conducted according to the requirements of state law. Procedures are posted in each classroom. Tampering with fire safety equipment or deliberately setting off fire alarm equipment is a serious offense. Such an act is grounds for suspension or expulsion and may be accompanied by a complaint filed with the State Fire Marshall.

Inclement Weather

In cases of storms or bad weather when it becomes necessary to close the school, students and parents are urged to tune radios to the local radio station, KTCH AM/FM, and listen for announcements. When it is known before school hours that school will be closed for that day, the radio announcement will generally be made several times between 6:30 and 8:00 A.M. When it becomes necessary to terminate school during the school day due to bad weather conditions, a radio announcement will be made about one hour prior to the dismissal of students and repeated several times after that. It is important to keep a current phone number on file as ALERT NOW phone messages will also be sent when necessary.

Lockers

Lockers are school property and are provided for student use in a manner similar to any other school property such as textbooks, desk, laboratory equipment or classrooms; therefore stickers, pictures etc. are not allowed on lockers. School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have a reasonable suspicion the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, a student's locker may be searched without prior warning.

Drug-Free Schools

School property is considered a drug free zone. Students should not have any drugs in their possession while on school grounds. In order to avoid misunderstandings, Wayne Community Schools would like to remind students and their parents that, even over-the-counter drugs such as acetaminophen, ibuprofen or cold and allergy remedies must not be kept and or used on school property without a parental note, dated and signed for the date the student is taking the medication. All over-the-counter medications as well as prescription medication need to be kept in the office unless proper documentation by parents, physician, and school nurse for self-medication is on record with the office and school nurse (IE; inhalers and Epipens). If you have any questions regarding medication at school, please contact the office or the school nurse.

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District.

Lost and Found

Students who have found an item should bring it to the office. Students who have lost an item should first check the places they have been during the day; if the item is not found, they should check the designated Lost and Found area. Parents may also check the lost and found items.

Messages/Deliveries

Routine messages will be relayed to students at a time that is non-interrupting to class. Only emergency messages will be hand delivered immediately. Teachers must know how your child is getting home and who will be picking them up. If this information changes, teachers must be made aware.

Students will be given a note to pick up personal flowers, presents, or balloon gifts from the office at the end of the school day. (Exceptions may be made for early dismissals.)

Telephones

Students may use a school office phone for emergency reasons only, with long distance calls approved by administration. Students are not to use cell phones in the school building. Cell phones must be turned off and left in students' backpacks. Cell phones may be used before 7:55 and after 3:35. Wayne Elementary School is not responsible for lost or stolen items.

Sending, sharing, viewing, or possessing pictures, text messages, e-mails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device is strictly prohibited. Administration has the right to search computers, cell phones or other electronic devices that are in school or on school grounds that are suspected of having material of a sexual nature and/or other illegal content. If students are in possession of this material on their computers, cell phones or other electronic devices, their parents will be contacted and police may be notified. Students will be subject to detention and/or ISS/ OSS up to 5 days for being in possession of and/or distributing material of a sexual nature and/or other illegal content.

Headsets/Electronic Devices

Headphones, radios, CD players, etc., are not to be used in the building without permission from a faculty member or administration.

Visitors **

All visitors must report to the office and obtain a visitor's pass from the principal or superintendent prior to visiting teachers, students, or school facilities. Parents are always welcome to visit the school and must check in at the office to receive assistance in locating students, rooms, or teachers.

**Student Visitors will be allowed in the building only during non-class time hours (e.g., before/after school). These arrangements must be made in advance by calling the office prior to the student visitor arriving. Any student(s) attending regular classes must be officially registered at Wayne Elementary School.

Parent-Teacher Conferences

Parent-teacher conferences will be held during the first school quarter and the beginning of the third quarter. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Grading and Reporting

Grade Reports are distributed at the end of each quarter (9-week period). Only semester averages are recorded on the student's transcript. Proficiency and deficiency reports may be sent to parents of some students during the quarter. Grades 4,5, and 6 receive midterm reports. All reports must be signed and returned to the homeroom teacher. Parent conferences may be requested in conjunction with these reports.

Student Services

School Counselor

The school counseling office is located on first floor, and students or parents who wish to consult with the counselor are encouraged to do so during regular school hours or by appointment. Whether the student wishes assistance with personal or academic matters the counselor is often able to provide answers to questions. The school counselor may counsel your child one time per request by child/teacher/ or principal. Any continuing counseling must have parental consent.

Health

A full-time nurse is on duty each school day for the schools in the district. The school nurse maintains students' health records, which are kept confidential. Students and their parents are urged to contact the school periodically to keep records current. The nurse performs general health screenings for each student on a yearly basis and parents or guardians of any student needing additional medical screenings will be contacted. Students with known health problems are noted and the course of their medical treatment is supported through Health Services.

WHEN SHOULD MY CHILD STAY HOME FROM SCHOOL?

We understand that it may be difficult to decide when a child should stay home from school due to illness, and we know that sometimes they need to “try it”. Here are some reasons why you should definitely keep them home:

- 1) **Fever**-a temperature of 100 or greater. Children should be temp. –free 24 hours ***without temperature reducing medicine***. (This means if your child gets sent home from school one day for a temperature of more than 100 we would not expect them in school the next day.)
- 2) **Vomiting and or diarrhea**- your child should stay home for several hours after their last meal “stays” in (after experiencing an episode of either vomiting or diarrhea).
- 3) **Contagious Conditions** such as rashes, (examples: ringworm, chickenpox, staph infections). With most contagious skin conditions we ask that you treat the condition * and cover the area with a bandage before they return to school. Other contagious conditions: strep throat, conjunctivitis (pink eye) Most of these are no longer considered contagious after 24 hours of treatment. ***Some conditions do require prescription medicine from a health care provider.**
- 4) Any condition your child has that does not get better with rest and home treatment- and makes them unable to participate in learning. Headache, excessive fatigue, lethargy, sore throat, excessive coughing, As always if you have any questions or concerns regarding this please contact us and we may be able to help you with your decision.
- 5) Any student requiring the use of crutches must have a doctor’s note from the prescribing physician.

LAW REQUIREMENTS

Nebraska law requires each student, K-12 be protected against certain diseases. The state requirements can be obtained from the school nurse or office personnel. This information must be submitted before attending school. **Also required by law is evidence of a physical examination and visual evaluation** by a qualified health professional within six months prior to the entrance of a child in kindergarten, seventh grade, or in the case of transfer from out-of-state. If a student is not in compliance with these state laws, the parent must sign a waiver.

The nurse is required by law to assess vision, dental screening, weight and height. If there is a referral notice sent home from the results of any of these tests, please give it attention and feel free to call the nurse if you have a question.

State law also requires a copy of each child’s completed **immunization records** and a copy of their **Birth Certificate** in the permanent records before attending school.

Guidelines for Administering Medication

The administration of prescription and/or non-prescription (over-the-counter) medications by school personnel is subject to the following conditions:

1. For the safety of all children, elementary students are **not** permitted to have medicine in their possession while at school-- unless previous authorization from parents, physician, **and** school nurse are on record.
2. Medication must be brought to school in the original container appropriately labeled by the pharmacy or physician.
3. All medications must be properly labeled with the child’s name, medication name, directions for administration and possible side effects.
4. A signed and dated note from the parent or guardian must accompany all requests for students to receive medication at school.
5. In the case of a medication that the student takes on a regular basis, further documentation is required by the state and can be obtained through the school nurse. This documentation must be renewed annually.

*Please refer to Minor/Major chart under medications for consequences.

Hot Lunch

Both breakfast and lunch are available for students each day. We begin serving breakfast at 7:30 a.m. The prices for elementary (K-6) breakfast and lunch for the **2014-2015 school year are: \$1.50 and \$2.25**. Milk may be purchased separately to drink with a sack lunch. **Food or drinks from outside school (Pizza Hut, Subway, McDonalds etc.) during school lunch hours (11:00 a.m. - 1:00 p.m.) are not allowed in the building. Students with a negative balance are not allowed to buy ala carte items.**

The USDA Policy 94-77 states: “Under the law, the regulations, and the guidance, there is no requirement that children paying the reduced or full price be given credit which permits them to charge the price of meals when they don’t have money with them to pay.” As a courtesy, Wayne Community Schools will continue to serve meals **until the family lunch balance reaches negative \$25**. At that time, students will not be allowed to eat school lunch. Once a positive lunch balance is established, students will be allowed to resume eating school lunches.

Families using the lunch program may access their lunch information on-line. You can check your lunch balance at any time, and view two weeks’ worth of lunch purchases for your family members. To get your login and password, please contact your school. To access the site, please go to the Wayne Community Schools website <http://schools.waynene.org>.

This explains what to do if you believe you have been treated unfairly. “In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

APPENDIX

State and Federal Programs

Notice of Nondiscrimination:

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with Wayne Community Schools, and all others who interact with Wayne Community Schools are hereby notified that the Wayne Community Schools does not discriminate on the basis of race, color, national origin, gender, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs or activities.

Designation of Coordinator(s):

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Wayne Community Schools, 611 West 7th Street, Wayne, NE 68787, (402) 375-3150.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	M. Lenihan, Superintendent
Title IX	Discrimination or harassment based on gender equity	M. Hanson, H.S. Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	M. Beair, Special Education Director
Homeless student laws	Children who are homeless	M. Lenihan, Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	J. Pickinpaugh, Elementary Principal

ADMINISTRATIVE REGULATION

Admittance – Home School Educated Students

This regulation provides procedures for the admittance to Wayne Community Schools of students who have previously been in attendance at an exempt school or home school pursuant to Section 79-1701, Nebraska School Law.

These procedures apply only to students from exempt schools or home schools and are not applicable to students who have been in attendance at approved or accredited schools.

Thirty (30) Days

- A. Prior to the projected date for admission of a student from an exempt or home school to Wayne Community Schools, the parent or guardian will submit:
1. A statement to school officials, of the receiving school (superintendent/principal), containing the name(s) and age(s) of all children requesting admittance and the name(s) of parents or guardian(s) containing assurances of access to enrollment, attendance, health and psychological records.
 2. A copy of materials which were submitted to the Nebraska Commissioner of Education under Section 004, Rule 13, Nebraska Department of Education prior to the opening or beginning of operation of the exempt or home school. Items included are: (1) a calendar for the school year; (2) a list of names of all instructional monitors; (3) a chart or written summary showing scope and sequence of the program of instruction; (4) a list of all classes or courses and the names of monitors for these classes; (5) chart of grade levels included in the exempt/home school.
 3. In order to verify information submitted in Section 004, Rule 13, Nebraska Department of Education, the receiving school (Wayne Community Schools), may deem it necessary to conduct achievement testing. School officials will contact the parent/guardian and a test(s), a time, and a procedure shall be mutually designated and established. Should the testing be requested from a source outside the receiving school, cost for such testing shall be borne by the parents/guardians of the exempt/home school student(s).

4. Teachers of basic skill courses in language arts, mathematics, science, social studies and health for which exempt/home school students will enroll shall assist in the review of materials submitted by parents/guardians under Section 004, Rule 13, Nebraska Department of Education.
5. School officials of the receiving school may request an interview be conducted with parents and/or student(s) from the home/exempt school seeking admittance. The interview would serve as a supplemental tool in final placement of the student(s).
6. All above procedures must be completed prior to enrollment or exempt/home school student(s).

Sexual Harassment and Discrimination

The Wayne Community School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated. Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity. See Board Policy 5318 for full policy.

Grievance Procedure

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the Superintendent, or in the case of students, to the guidance counselor or principal. See board policy 5318 for full policy.

PUBLIC NOTICE Notification of Rights under FERPA for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask *Wayne School District* to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

HIPAA (Health Insurance Portability and Accountability Act, 1996)

Parents must give written consent to the health care provider before information can be released to the school.

Public Notification for Eliminating Discrimination And Denial of Services in Vocational Education Programs

“No person who falls under the jurisdiction of the Wayne School District shall on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity which is part of the Wayne School District program offerings.”

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protection areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Harassment and Bullying Program – Levels

Purpose: All students have the right to attend Wayne Community Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others. **Refer to pages 12-14 for disciplinary action.**

DATING VIOLENCE PREVENTION

The board prohibits behavior that has a negative impact on student health, welfare, safety and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actual uses of, physical, sexual, verbal or emotional abuse to control his/her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. (Policy 5420)

ADMINISTRATIVE REGULATION 5400

STUDENTS

Student Fee Waiver

To qualify for Student Fee Waiver the family must meet the federal guidelines to be eligible for the free and reduced lunch. A student does not have to be taking free and reduced lunch they just have to be eligible to do so.

To receive the Fee Waiver the following steps must be complete (prior to the fee being charged);

Step One – Complete and File with the school district “Free and Reduced Price School Meals Application” form (this form will be mailed out the beginning of the school year and is also available in the school district offices).

Step Two – Complete and File with the school district a “Sharing Information With Other Programs” form (this form will be mailed out the beginning of the school year and is also available in the school district offices).

For those students who qualify, a Fee Waiver can be used for providing a musical instrument.

Student Fees for Curricular Activities

None

Fee waivers are allowed for the students who qualify for free and reduced lunch. The Student Fee Waiver Application must be completed prior to the activity.

Staff Qualifications

Notice Concerning Staff Qualifications:

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Wayne Community Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Wayne Community Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.

Student Fee Waiver Application

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, specialized attire and project materials waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year to year and must be completed annually.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED FOR THE FEE WAIVER APPLICATION TO BE PROCESSED

PLEASE PRINT

Date Completed: _____

Name of Parent or Guardian: _____

Street Address: _____

City, State, Zip Code: _____

<u>Student Name(s)</u>	<u>School Attending</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your signature below is required for the release of information regarding the student or student's family financial eligibility for the programs checked above. Without your signature, this application cannot be processed.

Signature of parent or guardian: _____

Specific fees, equipment, attire or materials to which this waiver applies:

Administrator's signature: _____

Students' Rights and Responsibilities

Nebraska State Law requires each school district develop rules and regulations regarding students' rights and responsibilities, Internet use and harassment then distribute copies to students and parents. The attached rules and regulations are in effect for the 2012-2013 school year. We request you return the Acknowledgment Sheet for our files. If you have any questions regarding the attached material, please feel free to contact the school.

The family of _____ had an opportunity to read the Elementary Handbook for Parents, which includes **Students' Rights and Responsibilities in Wayne Elementary Schools, the Internet Policy, and the Staff and Student Harassment Policy.**

Parent/Guardian Signature: _____ Date _____

Student Signature(s): _____ Date _____

Please have a signature from each elementary child in your family.

NOTE: PLEASE RETURN THIS ENTIRE PAGE WITH ALL THE NECESSARY INFORMATION AND SIGNATURES COMPLETED SEVEN DAYS AFTER THE FIRST DAY OF ATTENDANCE.

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**WAYNE PUBLIC SCHOOLS
LUNCH PRICES**

	<u>2013-2014</u>	<u>PROPOSED 2014-2015</u>
Students-Grades 7-12	\$ 2.35 per day	\$ 2.45 per day
Students-Grade Kdg.-6	\$ 2.25 per day	\$ 2.35 per day
Reduced-price meal	\$.40 per day	\$.40 per day
Adults	\$ 3.25 per day	\$ 3.35 per day
Milk, per carton	\$0.40	\$0.40
Ala carte (adults only)	\$2.30	\$2.40
Adult visitors	\$ 3.55 per day	\$ 3.35 per day *same as Adult price

*The 10 cent increase is based on adjusting the school year 2013-2014 price requirement (\$2.32) by a 2% rate increase plus the Consumer Price Index (2.27%) with a 10 cent cap. Paid Lunch Equity Calculations are required by the USDA/Food and Nutrition Service.

BREAKFAST PRICES

	<u>2013-2014</u>	<u>PROPOSED 2014-2015</u>
Students-Grades 7-12	\$ 1.50 per day	\$ 1.50 per day
Students-Grade Kdg.-6	\$ 1.50 per day	\$ 1.50 per day
Reduced-price meal	\$.30 per day	\$.30 per day
Adults	\$ 2.00 per day	\$ 2.05 per day *only increase



Produced & Distributed by Dean Foods.

Fluid Milk Escalator /De-escalator Clause
2014-2015 School Year

1.) The attached bid is based on the cost of skim milk and butterfat to include premiums in Federal Order Market 32 for the month of **June 2014**.

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

SKIM MILK: **Price: \$ 15.58 CWT**

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

5 Gallon - .043 per 5 Gallon
 Gallon - .0086 per Gallon
 8 oz. - .00054 per 8 oz.

BUTTERFAT: **Price: \$ 2.2356 per pound**

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

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

- **Monthly per unit adjustments will reflect a combination of the changes in skim milk and butterfat, and expenses (fuel, packaging, ingredients, resin, energy, etc.).**

This escalator/de-escalator formula applies to all fluid milk items.

2.) **Non Fluid Milk Items**

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

Land O Lakes-Le Mars



1345 12th AVE SW

Le Mars, IA 51031

Dean Foods Le Mars would like the opportunity to serve as your school or school districts dairy provider for the upcoming school year. We have enclosed an escalator/de-escalator bid, which will help explain how changes in these factors will affect pricing throughout the next school year. Thank you for the opportunity to bid your schools dairy products. Please let us know in writing which company you have chosen to provide your school with dairy by completing this form. Thank you.

BID MONTH/ SCHOOL YEAR:


JUNE 2014-15

8 FL OZ- HALF PINT MILK	Material	Item Number	ESCALATOR PRICE	
HALF PINT WHOLE AND 2%	PAPER	AVAILABLE BY SPECIAL REQUEST		
HALF PINT 1%	PAPER	11035	\$	0.218
HALF PINT SKIM	PAPER	11043	\$	0.246
HALF PINT FF CHOC 	PAPER	45837	\$	0.222
MILK				
GALLON WHOLE	PLASTIC	10961		
GALLON 2%	PLASTIC	11004		
GALLON 1%	PLASTIC	11008		
GALLON FF/SKIM	PLASTIC	11006		
HALF GALLON 2%	PLASTIC	10975		
QUART 1% BUTTERMILK	PAPER	11232	\$	1.204
PINT TM CHOC 	PAPER	50840		
JUICE				
HALF PINT ORANGE JUICE	PAPER	11188	\$	0.310
GALLON ORANGE JUICE	PLASTIC	11181		
HALF GALLON ORANGE JUICE	PLASTIC	11214		
4 FL OZ-100% ORANGE, APPLE, FRUIT	PORTION CUP	54950 54951	\$	0.210
4 FL OZ- 100% GRAPE	PORTION CUP	54953	\$	0.210
CULTURE				
5# COTTAGE CHEESE 4%	PLASTIC TUB	11653		
5# COTTAGE CHEESE 2%	PLASTIC TUB	11654	\$	7.434
5# SOUR CREAM	PLASTIC TUB	11573		
5# LITE SOUR CREAM	PLASTIC TUB	54017		
5# YOGURT-STAW & RASP	PLASTIC TUB	42701-42698		
24 OZ. YOGURT	PLASTIC CUP	All		
6 OZ. YOGURT-LIGHT AND FAT FREE	PLASTIC CUP	All		
12 FL OZ ALA CARTE/VENDING MACHINE OPTIONS				
100% ORANGE JUICE	PLASTIC	29134	\$	0.741
100% APPLE JUICE	PLASTIC	29135	\$	0.741
TRUMOO/ GRIP N GO FF CHOC	PLASTIC		\$	0.830
TRUMOO/ GRIP N GO FF OR 1% WHITE	PLASTIC		\$	0.830
SOFT SERVE				
VANILLA 5% SOFT SERVE	PLASTIC	37968		
CHOCOLATE 5% SOFT SERVE	PLASTIC	37969		

NEW! RICH'S ICE CREAM MEETS 2014-15 USDA NUTRITIONAL STANDARDS.

Please call 712-548-2200 x41113 for more details.



<input type="checkbox"/>		<input type="checkbox"/>
WE ACCEPT		WE DECLINE
The item prices listed on this price sheet for the upcoming school year from <i>Dean Foods-Land O Lakes</i> . Please fill in the information below regarding your school, sign and return this sheet via mail, email or fax along with any other competitive bids and a school calendar. Email: debra_carlson@deanfoods.com Fax: 712-548-5809		
Schools Start Date:		
Name & Phone # of Head Cook or Food Service Director:		
REQUIRED: Email address (Monthly pricing will be sent to this email address.)		
Signature and Title:		

Wayne Community Schools
611 West 7th Street
Wayne, NE 68787

Ship to's:
860407 WAYNE JR/SR HIGH SCHOOL
860409 WAYNE WEST ELEMENTARY SCHOOL

Delivery days and times to be determined once all bids are received. Bids include use and refrigeration maintenance of a Dean Foods milk cooler.

Dean's refrigeration coolers are to be used to store Land O Lakes supplied dairy items only. No meats or other perishable items will be stored in coolers.

Your Land O Lakes driver will place the order. BID DOES NOT INCLUDE STRAWS OR DISPENSERS.

Deliveries will be made, in cases of emergencies, like snow, ice and breakdowns unless, traveling is prohibited.

If you have any questions concerning your school milk bid please call Debra Carlson at 712-548-2200 x41113.

Policy 3103

BUSINESS AND NON-INSTRUCTIONAL SERVICES

Operational Finance – Purchasing Procedures and Bidding Construction Projects

The Board recognizes the importance of a sound fiscal management program and expects the district to maintain an efficient and consistent procedure in purchasing materials and services for the school district.

All purchasing for the district will adhere to an approved purchase process that clearly establishes the contractual arrangement between the supplier and the school district.

Requests for equipment, materials, books, supplies, reimbursement claims and subsidiary accounts shall be made through the principal to the superintendent. No payment of a bill will be made without proper purchase documentation.

The superintendent shall have the authority to authorize budgeted purchases costing under \$20,000 without prior board approval. The superintendent is encouraged to utilize bids for purchases under \$20,000 if feasible. For goods and services costing more than \$20,000 and less than \$40,000 the superintendent shall receive competitive bids for the goods and services prior to authorizing a purchase and requesting approval of the board. ~~Competitive sealed bids are required for purchases, other than emergency purchases or professional services, for goods and services that cost \$40,000 or more, including construction contracts and school buses. An exception would exist if purchases were being made through a state authorized purchase program.~~

Procedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is over \$40,000.00. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. **Notice to Bidders:** The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. **Regular Manner of Advertisement for Bids:** The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. **Bid Opening:** When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. **Contract Award:** The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.

5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000 or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred thousand dollars (\$100,000), as adjusted from time to time by § 81-3445 or other applicable law.

7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

~~The purchase will be made from the lowest responsible bidder based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, the targeted small business procurement goal and other factors deemed relevant by the board.~~

No purchases will be made without prior Board approval that would enter the school district into a future contractual agreement that would extend beyond one fiscal year.

First Reading (new revision): ~~August 11, 2008~~ June 9, 2014

Date of Adoption (or Last Revision): ~~September 8, 2008~~

Related Policies and Regulations:

Legal Reference: Neb. Statute 73-106

ADMINISTRATIVE REGULATION 4003
PERSONNEL-CERTIFIED

Professional Leave and Travel Reimbursement

Temporary professional leave may be granted to an employee for limited periods of time for the purposes of attending activities designed to improve employee competency, to improve the instructional or service programs of the district, or to allow employees to provide appropriate community service.

Administrative Procedures:

1. In general, temporary professional leave is of short-term duration with the amount of leave granted to a single individual limited so that a larger number of employees can benefit from the policy.
2. The fundamental guideline in setting a limit to the number of requests to the same conference will be the extent to which an educational program may be affected adversely by the absence of a number of personnel from a department or school.
3. Temporary professional leave requests for meetings sponsored by professional or fraternal organizations, business or industry, or other employee organizations which specifically relate to the improvement of the curriculum, improvement or instruction, or the improvement of school services may be approved; however, requests which relate to organization business, political action, negotiations, etc., will not generally be approved. Personnel may use personal leave or earned vacation time (if available) to attend such meetings.
4. In the event an individual receives compensation in excess of reasonable expenses, a judgment will be made whether temporary professional leave should be granted or whether an individual should use personal business leave or vacation time if appropriate.
5. Approval of requests shall be based in large part on the potential of a conference, meeting, or activity to make a significant improvement in the educational program or supportive services of the district, to improve the competency of a particular employee, or to the extent that the leave would allow the employee to provide community services appropriate for school personnel.
6. Temporary professional leave consideration will be given to employees who are participants in conferences or who are involved in activities, which promote the improvement of education or services.

Travel Reimbursement:

Wayne Community School District has implemented the following rules for travel reimbursement:

It is the responsibility of the building principal or the appropriate administrator, hereafter named "administrator", to make lodging reservations and coordinate travel for those attending. If people from two different buildings are going to the same conference, the appropriate administrators are responsible to coordinate travel with each other to minimize expenses. Many Nebraska hotels will direct bill to the District for lodging. This is encouraged, as a public entity the District is exempt from taxes. Given adequate notice, the superintendent secretary will make lodging reservations if the appropriate administrators so wish.

Meals:

- Non-Overnight Travel –
 - Breakfast and Lunch – Maximum \$10.00 per meal.
 - Dinner – Maximum \$15.00 per meal.
 - Daily Maximum- \$25.00
 - Only necessary meals that occur during meeting time and cannot be consumed at home will be reimbursed
- Overnight Travel –
 - In Nebraska – Maximum of \$25.00 per day
 - Out of State – Maximum of \$50.00 per day
- The District will not reimburse for meals that were included in registration.
- For overnight travel staff should partake in breakfast provided by the hotel if available.

Lodging:

Administrators are responsible for obtaining appropriate lodging reservations at a reasonable expense.

Transportation:

Administrators are responsible for arranging school transportation for the travel. If school transportation is not available, mileage will be reimbursed at the rate assigned by the School Finance & Organization Services and the mileage chart from the superintendent's office. Administrators are responsible to organize travel plans to minimize transportation costs.

Expense Reimbursement:

An expense summary reimbursement form is to be completed by the traveler and signed by the administrator. The administrator will forward the expense summary to the superintendent's office.

Documentation:

The district will accept the following documentation for meals and expenses:

Original Receipts

Copies of Receipts

Travel Log –

At times, when dining with people from different organizations, you are unable to obtain a receipt or a copy. If this occurs, please list the date and time of the meal (breakfast, lunch, supper) as well as the people you were with and the cost of the meal.

First Reading (New Version): June 9, 2008

Date of Adoption (or Last Revision): June 9, 2014

Related Policies and Regulations: Policy 4003-Certified –Professional Leave

Legal Reference:

Policy 4215

Personnel- All Employees

Catastrophic Illness or Injury Leave

The Board of Education hereby establishes and funds ninety (90) working days of paid leave for each fiscal year (non-accumulative year-to-year) denominated the "Catastrophic Illness or Injury Leave Bank" to be available to certificated and non-certificated employees of the Wayne Community School District in the event of a catastrophic illness or injury to the employee or the employees immediate family member. Catastrophic Leave shall be defined as illness or injury which is life threatening. Requests from potential qualifying individuals shall be made to the Superintendent.

- In the event of a catastrophic illness or injury of a certificated staff member or member of his/her immediate family, the eligible staff member may make withdrawals from the Catastrophic Illness or Injury Leave Bank under the following terms and conditions:
- A certificated staff member shall be allowed access to the Catastrophic Illness or Injury Leave Bank when their own, their spouse, or that of their children's personal illness or injury is of 3 such a nature that their attendance at school and their performance of their duties is prohibited.
- To be eligible for Catastrophic Illness or Injury Leave, a staff member must have exhausted all of his/her ten (10) yearly sick leave days and any accumulated sick leave days. No Sick leave days may be retained for use as personal leave later in the year.
- Available Catastrophic Illness or Injury Leave Bank days will be limited to thirty (30) days per individual employee per school fiscal year.
- Eligibility for the Catastrophic Illness or Injury Leave Bank shall be in the sole discretion of the Superintendent of Schools.

First Reading (New Revision): June 9, 2014

Date of Adoption (or Last Revision):

Related Policies and Regulations:

Legal References:

Policy 5506 Students

Safe Pupil Transportation Plan

Wayne Community Schools Safe Pupil Transportation Plan

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

1. **Weapons-** Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
 - B. Pull vehicle over to safe and secure area.
 - C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
 - D. Give description of weapon and participating parties to dispatch.
 - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.

2. **Pupil behavior-** Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:
 - A. First seek to resolve incident through discussion with the student(s) involved.
 - B. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - C. Activate emergency flashers.
 - D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
 - E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.

3. **Terrorist threats-** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation ***if possible***. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
- C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
- D. Driver should wait for instructions from dispatch ***if possible***.

4. Severe weather- Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation ***if possible***. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Return to the school if less than five minutes away and follow the directions of the school administrator.
- C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
- D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
- E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.

5. Hazardous materials- Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation ***if possible***. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Pull vehicle over to safe and secure area.
- C. Give description of hazardous materials in question to dispatch.
- D. Dispatch will immediately notify appropriate law enforcement and school administration.
- E. Driver should wait for instructions from dispatch ***if possible***.

6. Medical emergencies- Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation ***if possible***. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.

- B. Dispatch will immediately notify appropriate medical agencies and school administration.
- C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
- D. **Only if necessary**, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
- E. Driver should try to keep student passengers as calm as possible.

7. Procedures in the event of mechanical breakdowns of the vehicle- Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:

- A. Pull vehicle over to safe and secure area **if possible**
- B. Radio transportation dispatch and notify them of situation **if possible**. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
- D. Driver should try to keep student passengers as calm as possible.
- E. Dispatch will arrange for assistance and a relief vehicle **if needed**.

8. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students. In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:

- A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
- C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

9. Documentation under Safe Pupil Transportation Plan. Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

10. Transportation of Unsafe Items. Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which

in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

11. Supplemental Information. A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

First Reading (New Revision): June 14, 2014

Date of Adoption (or Last Revision): July 14, 2014

Related Policies and Regulations:

Legal Reference: Neb. Rev. Stat. §§ 79-318, 79-602, 79-607 and 79-608
Title 92, Nebraska Administrative Code, Chapter 91

Students

Student Attendance

Attendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

A. Attendance and Absences.

1. ~~Circumstances of Absences from School~~— Definitions. ~~The circumstances for all~~ Any absences from school will be identified ~~reported as: School Excused(a) an excused absence or Not School Excused(b) an unexcused absence.~~ Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

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a. ~~School Excused. Any of the following reasons~~ School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, may be excused, provided the required attendance procedures have been followed:

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(1) ~~(1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.~~

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(2) Other absences as determined by the principal or the principal's designee.

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b. ~~Not School Excused Absence. An absence that are which is not school excused may result in a report to the county attorney and may be classified as follows:~~

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(1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.

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(2) Other absences are those in which the parent has not communicated a reason for the student's absence. is unexcused. A

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~~student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. ' 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for truancies.~~

2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached ~~the age of~~ 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in the [Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and

- the Superintendent or Superintendent’s designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent’s designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

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4. Reporting and Responding to Excessive Absenteeism~~Tuant Behavior~~. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, “attendance officer”). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under “Excessive Absenteeism” and “Reporting Excessive Absenteeism.”
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have “excessive absences.” Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
 - a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
 - b. One or more meetings between the school (shall be held between a school attendance officer, a school administrator or his or her designee, and/or a social worker), or the school principal or a member of the school administrative staff designated by the school administration, if the school

~~does not have a school social worker, the child's parent or guardian, and the child, when appropriate, if necessary, to report and to attempt to solve the excessive absenteeism problem.~~ address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- (i) Illness related to physical or behavioral health of the child.
- (ii) Educational counseling;
- (iii) Educational evaluation;
- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling; and
- (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

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- ~~b. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.~~
- ~~e. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.~~
- ~~d. Investigation of the problem of excessive absenteeism by the school social worker, or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration, to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.~~

6. Reporting Excessive Absenteeism to the County Attorney.

~~a. Twenty Excused Absences. If~~ The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. —a student

~~accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.~~

~~b. Twenty Unexcused Absences. If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.~~

~~e. Other. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.~~

~~7. Reporting to the Commissioner. The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.~~

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Legal Reference: Neb. Rev. Stat. ' ' 79-201 and 79-209; ~~Neb. Rev. Stat. ' 79 527~~

Date of Adoption: [Insert Date]

Policy 6213
Students

High School Credit for Middle School Courses

High school credit may be awarded to students in a middle grades course if the course content and requirements are equivalent to a course offered in the high school.

First Reading (New Revision): June 9, 2014
Date of Adoption (or Last Revision):
Related Policies and Regulations:
Legal Reference: NDE Rule 10.003.05B

Policy 6283 Instruction

Activities Concussions

1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

3. Response to Concussions.

- a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.
- b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

- c. **Parent Notification.** If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.
- d. **Return to Learn.** The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

4. Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do is subject to disciplinary action, including but not limited to termination of employment.

5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

6. Effective Date.

This policy becomes operative on July 1, 2012. The administration may, but shall not be required to, implement provisions of this policy prior to such date as it determines appropriate.

First Reading (New Revisions): June 9, 2014

Date of Adoption (or Last Revision):

Related Policies and Regulations:

Legal Reference: Laws 2011, LB 260

Policy 6285

Instruction

Student Participation in Athletic Contests Between Schools

Students in kindergarten through sixth grade may not participate in athletic contests between schools within a school system or between school systems. Annual field or play days are excluded from this restriction.

Elementary school systems having seventh and eighth grade athletics may include sixth grade boys or girls if the combined enrollment for seventh and eighth grade is fewer than 12 boys or 12 girls and if the school board has a policy regulating participation for sixth graders. The board's policy for participation of sixth graders is as follows: A sixth grade student may participate if (1) the student meets the same standards applicable to seventh and eighth graders and (2) participation in the activity is not prohibited by the bylaws of the Nebraska School Activities Association.

Students in seventh and eighth grades may participate in interscholastic competitions subject to and in a manner consistent with the bylaws of the Nebraska School Activities Association. The scholastic eligibility rules for seventh and eighth grades shall be the same as established by the school board for high school interscholastic competitions and, in the absence of such rules, shall be the minimum established by the Nebraska School Activities Association.

First Reading (New Revision): June 9, 2014

Date of Adoption (or Last Revision):

Related Policies and Regulations:

Legal Reference: NDE Rule 10.004.02C; Nebraska School Activities Association Middle Level Activities Bylaws, Article 9

Policy 11003

PUBLIC PARTICIPATION IN THE SCHOOL DISTRICT

Tobacco

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

First Reading (New Version): June 9, 2014

Date of Adoption: (or Last Revision):

Legal Reference: Neb. Rev. Stat. 71-5716 to 5734 (Nebraska Clean Indoor Air Act)