Board of Education Regular Meeting
Monday, June 8, 2026 5:00 PM
Jr/Sr High School Library
611 West 7th Street
Wayne, NE 68787

I. Call the Meeting to Order

A. The June meeting of the Wayne Community School District Board of Education is called to order on Monday, June 8, 2026, at 5:00 p.m.

B. Wayne Community Schools mission is committed to the success of all students and the development of lifelong learners, and our vision is "Learning for Life, Every Student, Every Day."

C. The meeting was posted at Wayne Community Schools, published in the Wayne Herald (6/2/26), and online: www.wayneschools.org

D. Anyone desiring to view the Open Meetings Act may do so. The document is available for public inspection and is located on the north wall of the Library. Wayne Community Schools may go into closed session to discuss certain agenda items to protect the public interest or to prevent needless injury to the reputation of an individual, if such individual has not requested a public hearing.

E. Board Member Roll Call

F. Motion to approve the absence of any Board Member

G. Please stand for the Pledge of Allegiance

I.a. Approval of Agenda

I.b. Consent Agenda - Discuss, Consider, and Take Necessary Action on Minutes of Previous Meetings and Financial Claims

I.b.I. Approval of Minutes of Previous Meetings

I.b.II. Approval of Financial Reports and Claims

I.c. Personnel

II. Communications from the Public (Policy 8346) and Requested Presentations

II.a. Annual Hearing and Review of Policies:

II.a.I. Policy 5415: Anti-Bullying

II.a.II. Policy 5416: Student Fees

II.a.III. Policy 5417: Wellness

II.a.IV. Policy 5418: Homeless Students

II.a.V. Policy 6400: Parent Involvement

III. Action Items

III.a. Old Business

III.a.I. Second Reading of Policy Updates
*1110: Bulletin Boards
*3130: Purchasing Policies
*3560: Records Management
*5004: Part-Time Enrollment
*5005: Admission-Residency-Contracting
*5006: Option Enrollment
*5006: Option Enrollment Resolution
*5008: Attendance
*5101: Student Discipline Policy
*5205: Graduation
*8130: Annual Organizational Meeting
*8342: Designated Method of Giving Notice of Meetings

III.a.II. Second Reading of 2026-27 K-Gr.2 Early Learning Center Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2026-27 K-Gr. 2 ELC Handbook

III.a.III. Second Reading of 2026-27 Elementary Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2026-27 Elementary Handbook

III.a.IV. Second Reading of 2026-27 7-12 Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2026-27 7-12 Handbook Changes

III.b. New Business

III.b.I. 2026-27 Milk & Dairy Bid - Discuss, Consider, and Take Necessary Action on 2026-27 Milk & Dairy Bid

III.b.II. First Reading of 2026-27 Certificated Staff Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2026-27 Certificated Staff Handbook

III.b.III. First Reading of 2026-27 Non-Certificated Staff Handbook - Discuss, Consider, and Take Necessary Action on First Reading of Non-Certificated Staff Handbook

III.b.IV. Riverside Insight DESSA Screener Subscription - Discuss, Consider, and Take Necessary Action on Riverside Insight DESSA Screener Subscription

IV. Administration and Board Committee Reports:

IV.a. Administration - Written reports were provided by Administration. Copies of their reports are available at the District Office upon request.

IV.a.I. Superintendent

IV.a.I.1. 2026-27 Extra Duty Assignments

IV.a.I.2. Budget Timeline and Update

IV.a.I.3. Heartland Counseling Services Report

IV.a.II. Special Education Director

IV.a.III. High School Principal

IV.a.IV. Junior High Principal/Activities Director

IV.a.V. Elementary Principal

IV.a.VI. Early Learning Center Principal

IV.b. Board Committees

IV.b.I. Foundation and Community Relations - Justin Davis, Jaime Manz, Sylvia Ruhl, Mark Lenihan, Misty Beair, Greg Ptacek

IV.b.II. Curriculum and Committee on American Civics - Jaime Manz, Jodi Pulfer, Sylvia Ruhl, Mark Lenihan, Andi Diediker, Russ Plager

IV.b.III. Facility/Safety/Finance - Justin Davis, Lynn Junck, Brent Pick, Mark Lenihan, Russ Plager, Dave Wragge, Darian Stoltenberg, Jordan Widner

IV.b.III.1. Update on Master Facility Planning Process

IV.b.IV. Policy/Title IX - Jaime Manz, Brent Pick, Jodi Pulfer, Mark Lenihan, Misty Beair, Courtney Maas

IV.b.V. Negotiations - Justin Davis, Lynn Junck, Jodi Pulfer, Mark Lenihan

IV.b.VI. Legislative - Lynn Junck, Brent Pick, Sylvia Ruhl, Mark Lenihan

V. Boardsmanship

V.a. Board Review of Policies 3160-3572

VI. Future Agenda Items
*Second Reading of 2026-27 Certificated Staff Handbook
*Second Reading of 2026-27 Non-Certificated Staff Handbook

*Review of Policy 2101: Superintendent as CEO of District
*Review of Superintendent Evaluation Process
*Review of Substitute Teacher Rate

VII. Recess

VIII. NASB Board Self-Assessment - Stephanie Summers, Board Leadership Specialist

IX. Adjournment

Wayne Community Schools
Board of Education Regular Meeting Minutes
May 11, 2026

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, May 11, 2026, at 5:00 PM. Notice of the meeting and place of agenda was posted at Wayne Community Schools, posted in The Wayne Herald (5/5/26), and online: wayneschools.org. A copy of the Nebraska Open Meetings Act was displayed for the public to read.

Present Board Members:
Mr. Justin Davis
Mrs. Jaime Manz
Mr. Brent Pick
Dr. Jodi Pulfer
Mrs. Sylvia Ruhl

Absent Board Member:
Mr. Lynn Junck

I. Call the Meeting to Order

A. The May meeting of the Wayne Community School District Board of Education is called to order on Monday, May 11, 2026, at 5:00 p.m.
B. Wayne Community Schools mission is committed to the success of all students and the development of lifelong learners, and our vision is "Learning for Life, Every Student, Every Day."
C. The meeting was posted at Wayne Community Schools, published in the Wayne Herald (5/5/2026), and online: www.wayneschools.org
D. Anyone desiring to view the Open Meetings Act may do so. The document is available for public inspection and is located on the north wall of the Library. Wayne Community Schools may go into closed session to discuss certain agenda items to protect the public interest or to prevent needless injury to the reputation of an individual, if such individual has not requested a public hearing.
E. Board Member Roll Call
F. Motion to approve the absence of any Board Member

Motion to approve the absence of Mr. Lynn Junck, passed with a motion by Mrs. Sylvia Ruhl and a second by Mr. Brent Pick. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Absent
Mrs. Jaime Manz: Yes
Mr. Brent Pick: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

G. Please stand for the Pledge of Allegiance
Discussion: The meeting was called to order at 5:00 p.m. in the Jr/Sr High School Library.

I.a. Approval of Agenda

Motion to approve agenda, as presented, passed with a motion by Dr. Jodi Pulfer and a second by Mrs. Sylvia Ruhl. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Absent
Mrs. Jaime Manz: Yes
Mr. Brent Pick: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

I.b. Consent Agenda - Discuss, Consider, and Take Necessary Action on Minutes of Previous Meetings and Financial Claims

Motion to approve consent agenda, as presented, passed with a motion by Dr. Jodi Pulfer and a second by Mr. Justin Davis. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Absent
Mrs. Jaime Manz: Yes
Mr. Brent Pick: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

I.b.I. Approval of Minutes of Previous Meetings

I.b.II. Approval of Financial Reports and Claims

I.c. Personnel
Discussion: No report.

II. Communications from the Public (Policy 8346) and Requested Presentations

II.a. FBLA - Kiley Koch
Discussion: Mrs. Kiley Koch, FBLA sponsor, and Jordyn Gamble discussed activities FBLA organized during the past year.

III. Celebration of Success
Discussion: Students from Power Drive Team, Honor Band, Jazz Band, State Science Fair, and ELC Preschool graduates were honored in May.

IV. Action Items

IV.a. Old Business

IV.a.I. Second Reading of Policy 5209: School Library Materials and Parent Access - Discuss, Consider, and Take Necessary Action on Second Reading of Policy 5209: School Library Materials and Parent Access

Motion to approve the Second Reading of Policy 5209: School Library Materials and Parent Access passed with a motion by Mrs. Sylvia Ruhl and a second by Dr. Jodi Pulfer. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Absent
Mrs. Jaime Manz: Yes
Mr. Brent Pick: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the Second Reading of Policy 5209: School Library Materials and Parent Access.

IV.a.II. Second Reading of 2026-27 Pre-K Early Learning Center Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2026-27 Pre-K ELC Handbook

Motion to approve the Second Reading of 2026-27 Pre-K Early Learning Center Handbook passed with a motion by Dr. Jodi Pulfer and a second by Mr. Justin Davis. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Absent
Mrs. Jaime Manz: Yes
Mr. Brent Pick: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the Second Reading of the 2026-27 Pre-K Early Learning Center Handbook.

IV.a.III. Second Reading of 2026-27 Kids Club Handbook - Discuss, Consider, and Take Necessary Action on Second Reading of 2026-27 Kids Club Handbook

Motion to approve the Second Reading of 2026-27 Kids Club Handbook passed with a motion by Mr. Brent Pick and a second by Dr. Jodi Pulfer. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Absent
Mrs. Jaime Manz: Yes
Mr. Brent Pick: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the Second Reading of the 2026-27 Kids Club Handbook.

IV.b. New Business

IV.b.I. First Reading of Policy Updates
*1110: Bulletin Boards
*3130: Purchasing Policies
*3560: Records Management
*5004: Part-Time Enrollment
*5005: Admission-Residency-Contracting
*5006: Option Enrollment
*5006: Option Enrollment Resolution
*5008: Attendance
*5101: Student Discipline Policy
*5205: Graduation
*8130: Annual Organizational Meeting
*8342: Designated Method of Giving Notice of Meetings

Motion to approve the First Reading of the Policy Updates passed with a motion by Mrs. Sylvia Ruhl and a second by Mr. Brent Pick. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Absent
Mrs. Jaime Manz: Yes
Mr. Brent Pick: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the First Reading of Policy Updates.

IV.b.II. Interlocal Agreement with Wayne State College - Discuss, Consider, and Take Necessary Action on Interlocal Agreement with WSC

Motion to approve the Interlocal Agreement with Wayne State College passed with a motion by Mrs. Sylvia Ruhl and a second by Mr. Justin Davis. Motion carried with four yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Absent
Mrs. Jaime Manz: Yes
Mr. Brent Pick: No
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the Interlocal Agreement with Wayne State College.

IV.b.III. SRO Interlocal agreement with City of Wayne - Discuss, Consider, and Take Necessary Action on SRO Interlocal with City of Wayne

Motion to approve the SRO Interlocal agreement with the City of Wayne for the 2026-27 school year, passed with a motion by Mrs. Sylvia Ruhl and a second by Mr. Brent Pick. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Absent
Mrs. Jaime Manz: Yes
Mr. Brent Pick: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

IV.b.IV. 2026-27 Nebraska ESUCC-Sysco Food Service Agreement - Discuss, Consider, and Take Necessary Action on 2026-27 Nebraska ESUCC-Sysco Food Service Agreement

Motion to approve the 2026-27 Nebraska ESUCC-Sysco Food Service Agreement passed with a motion by Mrs. Sylvia Ruhl and a second by Mr. Brent Pick. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Absent
Mrs. Jaime Manz: Yes
Mr. Brent Pick: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the 2026-27 Nebraska ESUCC-Sysco Food Service Agreement.

IV.b.V. Technology Quote - Discuss, Consider, and Take Necessary Action on Technology Quote

Motion to approve the quote from Sterling for 150 Dell Chromebooks for $71,362.50 passed with a motion by Dr. Jodi Pulfer and a second by Mrs. Sylvia Ruhl. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Absent
Mrs. Jaime Manz: Yes
Mr. Brent Pick: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the purchase of 150 Dell Chromebooks. The chromebooks will be used by the Jr. and Sr. High School students.

IV.b.VI. First Reading of 2026-27 K-Grade 2 Early Learning Center Handbook - Discuss, Consider, and Take Necessary Action on First Reading of 2026-27 K-Grade 2 ELC Handbook

Motion to approve the First Reading of 2026-27 K-Grade 2 Early Learning Center Handbook passed with a motion by Mr. Brent Pick and a second by Dr. Jodi Pulfer. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Absent
Mrs. Jaime Manz: Yes
Mr. Brent Pick: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the First Reading of the 2026-27 K-Grade 2 Early Learning Center handbook.

IV.b.VII. First Reading of 2026-27 Elementary (grades 3-6) Student Handbook - Discuss,
Consider, and Take Necessary Action on First Reading of 2026-27 Elementary Student Handbook

Motion to approve the First Reading of 2026-27 Elementary (grades 3-6) Student Handbook passed with a motion by Dr. Jodi Pulfer and a second by Mrs. Sylvia Ruhl. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Absent
Mrs. Jaime Manz: Yes
Mr. Brent Pick: Yes
Dr. Jodi Pulfer: Yes

Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the First Reading of the 2026-27 Elementary Student Handbook.

IV.b.VIII. First Reading of 2026-27 7-12 Handbook Changes - Discuss, Consider, and Take Necessary Action on First Reading of 2026-27 7-12 Handbook Changes

Motion to approve the First Reading of 2026-27 7-12 Handbook Changes, passed with a motion by Mr. Justin Davis and a second by Mrs. Sylvia Ruhl. Motion carried with five yes votes.

Mr. Justin Davis: Yes
Mr. Lynn Junck: Absent
Mrs. Jaime Manz: Yes
Mr. Brent Pick: Yes
Dr. Jodi Pulfer: Yes
Mrs. Sylvia Ruhl: Yes

Discussion: The Board approved the First Reading of the 2026-27 Jr/Sr. High School Handbook changes.

V. Administration and Board Committee Reports:

V.a. Administration - Written reports were provided by Administration. Copies of their reports are available at the District Office upon request.

V.a.I. Superintendent

V.a.I.1. Annual Safety and Security Review
Discussion: Dr. Lenihan discussed the Rule 10 Safety Review. This is an annual review. He stated all went well.

V.a.I.2. TIF Report
Discussion: Dr. Lenihan discussed the annual TIF Project Report from the City of Wayne with the Board.

V.a.I.3. NASB Board Self-Assessment Process
Discussion: Dr. Lenihan explained the NASB Board Self-Assessment process. The Board will review the results at the June 8 Board Retreat.

V.a.II. Special Education Director
Discussion: Mrs. Beair stated Spring Sprints went very well with over 300 students competing. Benchmark reading assessments will be changing next school year.

V.a.III. High School Principal

Discussion: Mr. Plager noted the Seniors will have breakfast, watch the time capsule, and practice for graduation Wednesday before graduation.

V.a.IV. Junior High Principal/Activities Director
Discussion: Mr. Wragge stated spring events are winding down. The master schedule is being finalized.

V.a.V. Elementary Principal
Discussion: Mr. Diediker stated all testing is complete. Fifth and Sixth grade band members participated in the Pender Honor Band.

V.a.VI. Early Learning Center Principal
Discussion: Mrs. Maas said Kindergarten Round-Up went very well.

V.b. Board Committees

V.b.I. Foundation and Community Relations - Justin Davis, Jaime Manz, Sylvia Ruhl, Mark Lenihan, Misty Beair, Rusty Parker
Discussion: Mrs. Jaime Manz reported on April financials. The Foundation awarded five Drivers Education scholarships.

V.b.II. Curriculum and Committee on American Civics -Jaime Manz, Jodi Pulfer, Sylvia Ruhl, Mark Lenihan, Andi Diediker, Russ Plager
Discussion: No report.

V.b.III. Facility/Safety/Finance - Justin Davis, Lynn Junck, Brent Pick, Mark Lenihan, Russ Plager, Dave Wragge, Darian Stoltenberg, Jordan Widner
Discussion: Mr. Jordan Widner stated the final punch list at the Early Learning Center will be done over the summer.

V.b.IV. Policy/Title IX - Jaime Manz, Brent Pick, Jodi Pulfer, Mark Lenihan, Misty Beair, Courtney Maas
Discussion: No report.

V.b.V. Negotiations - Justin Davis, Lynn Junck, Jodi Pulfer, Mark Lenihan
Discussion: No report.

V.b.VI. Legislative - Lynn Junck, Brent Pick, Sylvia Ruhl, Mark Lenihan
Discussion: No report.

VI. Boardsmanship

VI.a. Board Review of Policies 3000-3150

VII. Future Agenda Items
*Graduation - Saturday, May 16, 2026, 1:00 p.m., Jr/Sr High School Gym

*Second Reading of Policy Updates
*Second Reading of 2026-27 K-Grade 2 Handbook
*Second Reading of 2026-27 Elementary Handbook
*Second Reading of 2026-27 7-12 Handbook Changes
*First Reading of Certificated Staff Handbook
*First Reading of Non-Certificated Staff Handbook
*Extra Duty Contracts
*Set Hot Lunch and Milk Prices
*School Law Seminar: June 10-11, Kearney, NE

VIII. Adjournment

Motion to Adjourn Meeting passed with a motion by Mr. Brent Pick and a second by Mr. Justin Davis. Motion carried with five yes votes.

Mr. Justin Davis:	Yes
Mr. Lynn Junck:	Absent
Mrs. Jaime Manz:	Yes
Mr. Brent Pick:	Yes
Dr. Jodi Pulfer:	Yes
Mrs. Sylvia Ruhl:	Yes

Discussion: The meeting was adjourned at 6:29 p.m. The next regular Board Meeting will be Monday, June 8, 2026, in the Jr/Sr High School Library.

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Deb Daum, Secretary

Wayne Public Schools

Cash Summary Report June 2026 Board Meeting

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Liabilities	Available
01	General Fund	$4,750,773.67	$4,631,970.26	($1,134,917.03)	($22,775.73)	$8,225,051.17	($235.60)	$22,893.95	$8,247,709.52
02	Depreciation Fund	$126,883.26	$434.39	$0.00	$0.00	$127,317.65	$0.00	$0.00	$127,317.65
03	Employee Benefit Fund	$12,534.15	$42.91	$0.00	$0.00	$12,577.06	$0.00	($1,391.00)	$11,186.06
05	Activity Fund	$264,797.22	$41,905.10	($42,197.81)	$0.00	$264,504.51	$0.00	$0.00	$264,504.51
06	School Nutrition Fund	$80,458.16	$71,145.94	($92,842.52)	$0.00	$58,761.58	$0.00	$0.03	$58,761.61
07	Bond Fund	$1,248,819.82	$791,434.71	($635,118.75)	$0.00	$1,405,135.78	$0.00	$0.00	$1,405,135.78
08	Special Building Fund	$2,514,456.76	$177,195.28	$0.00	$0.00	$2,691,652.04	$0.00	$0.00	$2,691,652.04
09	Qualified Capital Fund	$244,003.31	$814.86	($13,840.00)	$0.00	$230,978.17	$0.00	$0.00	$230,978.17
Sub Total		**$9,242,726.35**	**$5,714,943.45**	**($1,918,916.11)**	**($22,775.73)**	**$13,015,977.96**	**($235.60)**	**$21,502.98**	**$13,037,245.34**

Wayne Public Schools

Cash Summary Report

Accounting Cycle: FY25-26; Beginning Period: Period 09 (05/01/2026 - 05/31/2026) ; Ending Period: Period 09 (05/01/2026 - 05/31/2026) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: No; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: No; Created On: 6/2/2026 3:33:22 PM

Fund	Description	Liabilities (Beginning)	Liabilities (Ending)	Cash Journal Entries	Other Total
01	General Fund	$118.22	($22,893.95)	$0.00	($22,775.73)
02	Depreciation Fund	$0.00	$0.00	$0.00	$0.00
03	Employee Benefit Fund	($1,391.00)	$1,391.00	$0.00	$0.00
05	Activity Fund	$0.00	$0.00	$0.00	$0.00
06	School Nutrition Fund	$0.03	($0.03)	$0.00	$0.00
07	Bond Fund	$0.00	$0.00	$0.00	$0.00
08	Special Building Fund	$0.00	$0.00	$0.00	$0.00
09	Qualified Capital Fund	$0.00	$0.00	$0.00	$0.00
Sub Total		**($1,272.75)**	**($21,502.98)**	**$0.00**	**($22,775.73)**

Wayne Public Schools

Check Report June 2026 Board Meeting

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
June 2026 Board Warrants	State Nebraska Bank	578509	1059	Prime Communications, Inc	$2,051.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Prime Communications, Inc		102371	09-2-025150-720-000-000	Access Controls Westside of HS		$2,051.00
Sub Total						**$2,051.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	540935	1845	Carlson West Povondra Architects	$1,447.75	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Carlson West Povondra Architects		25161-1	08-2-026200-340-000-000	Architect Fees		$1,447.75
Sub Total						**$1,447.75**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26481	#SocialSchool4EDU	$1,000.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
#SocialSchool4EDU		14-4922	01-2-023100-540-000-010	Social Media Management-Remaining Balance for 26/27 School year		$1,000.00
Sub Total						**$1,000.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26482	Aaron Daum	$131.75	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Aaron Daum		593781 593780	01-2-026300-431-000-020	Honda Drive belt, oil change blades sharpened		$99.25
Aaron Daum		593781 593780	01-2-026300-431-000-020	John Deere- Carb cleaned blades sharpened		$32.50
Sub Total						**$131.75**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26483	Ace Hardware & Home	$526.02	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Ace Hardware & Home		May 2026	01-2-026200-610-000-000	Paint tape Rollers Tube cutter tube pvc union couple jbend adapter clamps paint		$191.23

Ace Hardware & Home		May 2026	01-2-026200-610-005-000	Paint tape Rollers Tube cutter tube pvc union couple jbend adapter clamps paint		$268.37
Ace Hardware & Home		May 2026	01-2-026300-610-000-000	Paint tape Rollers Tube cutter tube pvc union couple jbend adapter clamps paint		$66.42
Sub Total						**$526.02**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26484	Allo Communications	$2,123.09	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Allo Communications		May 2026	01-2-011000-382-000-000	Telephone Services-All Buildings		$2,123.09
Sub Total						**$2,123.09**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26485	Amazon Capital Services	$2,805.66	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Amazon Capital Services		May 2026	01-2-011000-610-001-030	Key lockbox SY 26-27 Whiteboards Kitchen Utensils Echo Panels Plant Stakes ballast tissue paper Crayons sprinklers PE Balls PE Games ELL Supplies		$378.01

Amazon Capital Services		May 2026	01-2-011000-610-001-100	Key lockbox SY 26-27 Whiteboards Kitchen Utensils Echo Panels Plant Stakes ballast tissue paper Crayons sprinklers PE Balls PE Games ELL Supplies		$900.65
Amazon Capital Services		May 2026	01-2-011000-610-006-130	Key lockbox SY 26-27 Whiteboards Kitchen Utensils Echo Panels Plant Stakes ballast tissue paper Crayons sprinklers PE Balls PE Games ELL Supplies		$16.98
Amazon Capital Services		May 2026	01-2-011000-610-300-000	Key lockbox SY 26-27 Whiteboards Kitchen Utensils Echo Panels Plant Stakes ballast tissue paper Crayons sprinklers PE Balls PE Games ELL Supplies		$203.60
Amazon Capital Services		May 2026	01-2-011000-610-300-010	Key lockbox SY 26-27 Whiteboards Kitchen Utensils Echo Panels Plant Stakes ballast tissue paper Crayons sprinklers PE Balls PE Games ELL Supplies		$606.62

Amazon Capital Services		May 2026	01-2-011500-610-000-000	Key lockbox SY 26-27 Whiteboards Kitchen Utensils Echo Panels Plant Stakes ballast tissue paper Crayons sprinklers PE Balls PE Games ELL Supplies		$115.41
Amazon Capital Services		May 2026	01-2-026200-610-001-000	Key lockbox SY 26-27 Whiteboards Kitchen Utensils Echo Panels Plant Stakes ballast tissue paper Crayons sprinklers PE Balls PE Games ELL Supplies		$265.19
Amazon Capital Services		May 2026	01-2-026300-431-000-020	Key lockbox SY 26-27 Whiteboards Kitchen Utensils Echo Panels Plant Stakes ballast tissue paper Crayons sprinklers PE Balls PE Games ELL Supplies		$319.20
Sub Total						**$2,805.66**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26486	Amplify Education Inc	$6,111.28	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Amplify Education Inc		PO 10328	01-2-012003-643-000-001	MClass dibels K-8		$6,111.28
Sub Total						**$6,111.28**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26487	Bio-Electronics	$775.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Bio-Electronics		3508	01-2-021300-610-000-000	Annual AED Inspections June 26-May 27		$775.00
Sub Total						**$775.00**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
June 2026 Board Warrants	State Nebraska Bank	537047	26488	Black Hills Energy	$326.40	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Black Hills Energy		May 2026	01-2-026100-621-001-000	N. Gas Account Number 3700 8343 55		$108.69
Black Hills Energy		May 2026	01-2-026100-621-006-000	N. Gas Account Number 3700 8343 55		$109.02
Black Hills Energy		May 2026	01-2-026100-621-300-000	N. Gas Account Number 3700 8343 55		$108.69
Sub Total						**$326.40**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26489	Black Hills Energy	$141.85	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Black Hills Energy		May 2026-1	01-2-026100-621-005-000	N. Gas Elementary-9693 0745 81		$141.85
Sub Total						**$141.85**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26490	Bomgaars	$445.15	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Bomgaars		18415211 18417855 18421508 18421	01-2-011000-610-001-120	Fluxcore Filters Spreader Pliers		$114.96
Bomgaars		18415211 18417855 18421508 18421	01-2-026300-431-300-000	Tape & 90 degree Elbow		$12.78
Bomgaars		18415211 18417855 18421508 18421	01-2-026300-610-000-000	Nozzle		$11.99
Bomgaars		18415211 18417855 18421508 18421	01-2-026300-610-000-000	Pipe & Coupling		$21.48
Bomgaars		18415211 18417855 18421508 18421	01-2-026300-610-000-000	Pump Sprayer Killzall Weed Killer Trimec		$194.97
Bomgaars		18415211 18417855 18421508 18421	01-2-026300-610-000-000	Tru Fuel Trimmer Line		$88.97
Sub Total						**$445.15**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26491	Bullseye Fire Sprinkler, Inc.	$1,386.07	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Bullseye Fire Sprinkler, Inc.		10000992 10000991 10000993 10000	01-2-026200-431-001-010	Semi Annual Inspections for Fire Sprinkler System-HS		$351.25
Bullseye Fire Sprinkler, Inc.		10000992 10000991 10000993 10000	01-2-026200-431-005-010	Semi Annual Inspections for Fire Sprinkler System-Elem		$351.25
Bullseye Fire Sprinkler, Inc.		10000992 10000991 10000993 10000	01-2-026200-431-300-010	Repair backflow for Fire sprinkler system-ELC		$258.57
Bullseye Fire Sprinkler, Inc.		10000992 10000991 10000993 10000	01-2-026200-431-300-010	Semi Annual Inspections for Fire Sprinkler System-ELC		$425.00
Sub Total						**$1,386.07**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	

June 2026 Board Warrants	State Nebraska Bank	537047	26492	C. W. Suter Services	$737.50	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
C. W. Suter Services		2606901	01-2-026400-431-300-000	ELC HVAC-Cleaned Coils		$737.50
Sub Total						**$737.50**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26493	Carhart Lumber Company	$69.11	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Carhart Lumber Company		43744 43871	01-2-011000-610-001-120	Paint brushes tapcons wood wood stain		$69.11
Sub Total						**$69.11**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26494	CDW Government, Inc.	$7,971.11	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
CDW Government, Inc.		AJtXW2Q	01-2-022300-650-000-020	Microsoft Renewal Licenses		$7,971.11
Sub Total						**$7,971.11**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26495	Chemsearch FE	$1,317.34	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Chemsearch FE		9640358	01-2-026200-431-005-010	ELEM Water Treatment		$1,317.34
Sub Total						**$1,317.34**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26496	City of Wayne	$21,766.96	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
City of Wayne		Utilities	01-2-026100-410-001-000	Utilities		$1,261.19
City of Wayne		Utilities	01-2-026100-410-005-000	Utilities		$1,247.16
City of Wayne		Utilities	01-2-026100-410-006-000	Utilities		$691.49
City of Wayne		Utilities	01-2-026100-410-300-000	Utilities		$1,244.63
City of Wayne		INV03686	01-2-026100-621-001-010	Electricity-Ballpark		$35.71
City of Wayne		Utilities	01-2-026100-621-001-010	Utilities		$5,381.02
City of Wayne		Utilities	01-2-026100-621-006-010	Utilities		$2,803.02
City of Wayne		Utilities	01-2-026100-621-300-010	Utilities		$3,368.26
City of Wayne		Utilities	01-2-026100-622-005-010	Utilities		$5,734.48
Sub Total						**$21,766.96**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26497	City of Wayne- Interlocal	$2,195.53	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
City of Wayne- Interlocal		May 2026 SRO	01-2-026600-340-000-000	School Resource Officer		$2,195.53

Sub Total						**$2,195.53**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26498	Cole Papers Inc.	$92.07	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Cole Papers Inc.		10713774	01-2-026200-610-300-000	2 boxes 43" by 47" black can liners		$92.07
Sub Total						**$92.07**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26499	CPI	$4,949.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
CPI		NAIN-227434	01-2-012001-330-000-000	M. Gubbels Instructor Certification		$4,949.00
Sub Total						**$4,949.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26500	Eakes Office Solutions	$44.54	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Eakes Office Solutions		INV 772255	01-2-025100-443-000-000	Fax Contract		$44.54
Sub Total						**$44.54**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26501	Electronic Contracting Company Inc.	$384.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Electronic Contracting Company Inc.		87437	01-2-026100-350-000-000	Alarm Monitoring Fitness Building 6-1-2026 to 5-31-27		$384.00
Sub Total						**$384.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26502	Embassy Suites - Lincoln	$447.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Embassy Suites - Lincoln		1777315197	01-2-021900-580-006-000	JH Science Fair State lodging-3 Rooms		$447.00
Sub Total						**$447.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26503	ESU #1	$185,285.35	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
ESU #1		SP 10759	01-2-012000-591-000-000	Third quarter Special Education Billing		$104,199.90
ESU #1		SP 10759	01-2-021410-591-000-001	Third quarter Special Education Billing		$46,800.00
ESU #1		SP 10759	01-2-021510-591-000-001	Third quarter Special Education Billing		$1,710.00
ESU #1		SP 10759	01-2-021610-591-000-001	Third quarter Special Education Billing		$342.50
ESU #1		SP 10759	01-2-021710-591-000-001	Third quarter Special Education Billing		$36.25
ESU #1		013722 0136730	01-2-022300-330-000-000	LAN Meeting-B. Promes		$25.00
ESU #1		013722 0136730	01-2-022300-650-000-020	Server Licenses 25-26 Sentinelone x 8		$256.00

ESU #1		SP 10759	01-2-064080-591-000-000	Third quarter Special Education Billing		$31,915.70
Sub Total						**$185,285.35**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26504	Fairfield Inn - Kearney	$449.85	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Fairfield Inn - Kearney		Data Conference	01-2-011000-580-000-000	Data Conference-D.Daum Lodging		$149.95
Fairfield Inn - Kearney		Data Conference	01-2-012001-580-000-000	Data Conference-M. Beair Lodging		$149.95
Fairfield Inn - Kearney		Data Conference	01-2-012001-580-000-000	Data Conference-P.Gemelke Lodging		$149.95
Sub Total						**$449.85**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26505	First Concord Benefits Group	$100.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
First Concord Benefits Group		5/1/2026	01-2-025100-810-000-010	FSA Administrative Fee		$100.00
Sub Total						**$100.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26506	Flinn Scientific, Inc.	$80.77	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Flinn Scientific, Inc.		3269233	01-2-011000-610-001-070	SY 26-27 T. Sievers		$76.48
Flinn Scientific, Inc.		3269233	01-2-011000-610-006-070	SY 26-27 J.Brink		$4.29
Sub Total						**$80.77**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26507	Heartland Counseling Services, Inc.	$3,000.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Heartland Counseling Services, Inc.		3889	01-2-021400-340-001-000	Social Work May 2026 HS Elementary		$1,500.00
Heartland Counseling Services, Inc.		3889	01-2-021400-340-005-000	Social Work May 2026 HS Elementary		$1,500.00
Sub Total						**$3,000.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26508	Heggerty	$1,289.92	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Heggerty		INV 260518-0222719	01-2-011000-643-300-000	Phonemic Awareness SY 26/27 K-2		$1,289.92
Sub Total						**$1,289.92**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26509	Hometown Leasing	$2,860.42	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**

Hometown Leasing		47801267 4780125 47801813 477998	01-2-025100-443-000-000	Printer lease		$2,860.42
Sub Total						**$2,860.42**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26510	Main Street Garage, LLC	$3,085.23	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Main Street Garage, LLC		22955 22956 22966 22966 22959 22	01-2-027300-350-000-000	11 Expedition Oil Change Inspection Warning Light		$321.10
Main Street Garage, LLC		22868 22886	01-2-027300-350-000-000	13 Ford Fusion oil change inspection tire rotation driver ed brake installed		$303.25
Main Street Garage, LLC		22955 22956 22966 22966 22959 22	01-2-027300-350-000-000	14 Chevy Express Oil Change Inspection		$213.80
Main Street Garage, LLC		22955 22956 22966 22966 22959 22	01-2-027300-350-000-000	14 Flex Oil Change Inspection		$205.17
Main Street Garage, LLC		22868 22886	01-2-027300-350-000-000	14 Ford Transit Oil Change Drivers Ed brake Installed Inspection		$280.25
Main Street Garage, LLC		22955 22956 22966 22966 22959 22	01-2-027300-350-000-000	16 Expedition Oil Changes Inspections Replace spark plugs		$828.57
Main Street Garage, LLC		22955 22956 22966 22966 22959 22	01-2-027300-350-000-000	24 Transit 350 Oil Change Inspection		$529.14
Main Street Garage, LLC		22955 22956 22966 22966 22959 22	01-2-027320-350-000-001	06 Freestar Oil Change Inspection		$195.10
Main Street Garage, LLC		22955 22956 22966 22966 22959 22	01-2-027320-350-000-001	24 Pacifica Oil Change Inspection		$208.85
Sub Total						**$3,085.23**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26511	Major Refrigeration Co., Inc.	$295.41	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Major Refrigeration Co., Inc.		D6017	01-2-021900-350-000-000	Quarterly Ice Machine cleaning, supplies, labor & mileage		$295.41
Sub Total						**$295.41**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26512	Mud Hole Custom Tackle, Inc.	$463.80	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Mud Hole Custom Tackle, Inc.		PO 10301	01-2-011000-610-001-010	Fishing Poles & Supplies SY 26/27		$463.80
Sub Total						**$463.80**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
June 2026 Board Warrants	State Nebraska Bank	537047	26513	One Office Solution	$319.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
One Office Solution		653213-00	01-2-025100-610-000-000	Postage Meter Ink Cartridges		$319.00
Sub Total						**$319.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26514	One Source	$54.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
One Source		202227103	01-2-025700-340-000-000	2 background checks		$54.00
Sub Total						**$54.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26515	Pac 'n' Save	$408.71	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Pac 'n' Save		May 2026	01-2-011000-610-001-030	FCS Supplies Coffee Kids Club Supplies		$236.76
Pac 'n' Save		May 2026	01-2-011000-610-006-030	FCS Supplies Coffee Kids Club Supplies		$121.97
Pac 'n' Save		May 2026	01-2-023200-610-000-000	FCS Supplies Coffee Kids Club Supplies		$17.16
Pac 'n' Save		May 2026	01-2-033000-610-005-000	FCS Supplies Coffee Kids Club Supplies		$32.82
Sub Total						**$408.71**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26516	Perry Law Firm	$1,064.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Perry Law Firm		258	01-2-023300-317-000-000	Legal Services		$1,064.00
Sub Total						**$1,064.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26517	Plunkett's/Varment Guard	$356.65	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Plunkett's/Varment Guard		10541686/10552573	01-2-026200-431-000-010	Pest Control for all buildings		$356.65
Sub Total						**$356.65**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26518	Pollard Pumping, Inc.	$1,200.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Pollard Pumping, Inc.		29258 29273	01-2-026200-431-001-010	2-Jet Lines South side man hole-4/27/2026		$600.00

Pollard Pumping, Inc.		29258 29273	01-2-026200-431-001-010	2-Jet Lines South side man hole-5/4/2026		$600.00
Sub Total						**$1,200.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26519	Porter Trustin Carlson Co.	$1,450.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Porter Trustin Carlson Co.		0030129-In	01-2-026200-431-001-010	Drapor Safety Straps-Gym		$1,450.00
Sub Total						**$1,450.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26520	Providence Medical Center	$13,476.55	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Providence Medical Center		5008222 5008308 5008395	01-2-021610-340-000-001	April 2026 Athletic Trainer Occ Therapy Phys Therapy		$706.25
Providence Medical Center		5008222 5008308 5008395	01-2-021610-340-000-001	Feb 26 Athletic Trainer Occ Therapy Phys Therapy		$1,690.00
Providence Medical Center		5008222 5008308 5008395	01-2-021610-340-000-001	March 2026 Athletic Trainer Occ Therapy Phys Therapy		$1,840.00
Providence Medical Center		5008222 5008308 5008395	01-2-021710-340-000-001	April 2026 Athletic Trainer Occ Therapy Phys Therapy		$653.75
Providence Medical Center		5008222 5008308 5008395	01-2-021710-340-000-001	Feb 26 Athletic Trainer Occ Therapy Phys Therapy		$422.50
Providence Medical Center		5008222 5008308 5008395	01-2-021710-340-000-001	March 2026 Athletic Trainer Occ Therapy Phys Therapy		$661.25
Providence Medical Center		5008222 5008308 5008395	01-2-021900-320-000-000	April 2026 Athletic Trainer Occ Therapy Phys Therapy		$2,040.80
Providence Medical Center		5008222 5008308 5008395	01-2-021900-320-000-000	Feb 26 Athletic Trainer Occ Therapy Phys Therapy		$2,602.00
Providence Medical Center		5008222 5008308 5008395	01-2-021900-320-000-000	March 2026 Athletic Trainer Occ Therapy Phys Therapy		$2,860.00
Sub Total						**$13,476.55**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26521	Pyramid School Products	$44.90	

Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Pyramid School Products		81502064.001	01-2-011500-610-000-000	SY 26/27 M. D'Agosta-Headphone ELL		$44.90
Sub Total						**$44.90**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26522	Rasmussen, Toni	$243.60	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Rasmussen, Toni		Mileage-T. Rasmussen	01-2-011000-580-001-000	Mileage-T. Rasmussen FIELD-Atkinson/O'Neill		$160.95
Rasmussen, Toni		Mileage-T. Rasmussen	01-2-011000-580-001-000	T. Rasmussen Mileage D3 Meeting-Hooper		$82.65
Sub Total						**$243.60**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26523	Riddell All American Sports Corp.	$4,173.95	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Riddell All American Sports Corp.		60562166	01-2-021900-610-001-000	Football helmets/pads		$4,173.95
Sub Total						**$4,173.95**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26524	S.D. 17 Lunch Fund	$1,372.54	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
S.D. 17 Lunch Fund		May 2026	01-2-011900-610-300-000	May 2026 Preschool Cookies		$122.34
S.D. 17 Lunch Fund		May 2026	01-2-011900-610-300-000	PreK Meals		$1,021.80
S.D. 17 Lunch Fund		May 2026	01-2-033000-610-005-000	May 2026 Kids Club Snacks/Milk		$228.40
Sub Total						**$1,372.54**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26525	S2 Roll Offs LLC	$875.24	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
S2 Roll Offs LLC		411097	01-2-026200-410-000-010	June 2026 Sanitation District		$875.24
Sub Total						**$875.24**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26526	School Health Corporation	$49.85	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
School Health Corporation		CIN000398450	01-2-011000-610-005-010	26/27 Supplies for ELC and ELEM 4 Bags of 2000 Cotton Balls 3 Boxes of 100 Bandaids		$4.39
School Health Corporation		CIN000398450	01-2-011000-610-300-000	26/27 Supplies for ELC and ELEM 4 Bags of 2000 Cotton Balls 3 Boxes of 100 Bandaids		$45.46
Sub Total						**$49.85**

Voucher Number	Bank Name	Account Number	Check Number	Payee	Amount	
June 2026 Board Warrants	State Nebraska Bank	537047	26527	School Specialty, LLC	$546.77	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
School Specialty, LLC		308104864224	01-2-011000-610-300-000	S. Leseberg SY 26-27 Removeable Poster tape Stickers Pencil Grips Glue Dots Sheet Protectors		$76.83
School Specialty, LLC		208137058662	01-2-011000-610-300-080	ELC Cardstock		$469.94
Sub Total						**$546.77**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26528	Security Shredding Services	$40.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Security Shredding Services		24505	01-2-025100-310-000-020	1 Container-Paper Shredding		$40.00
Sub Total						**$40.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26529	Silver Silo Design + Print	$1,176.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Silver Silo Design + Print		1311-SY25/26	01-2-011000-890-001-000	700 Graduation Programs		$1,176.00
Sub Total						**$1,176.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26530	Sterling Computers	$1,485.82	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Sterling Computers		00765537	01-2-035510-610-000-000	CTE Grant Laptop with Case		$1,485.82
Sub Total						**$1,485.82**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26531	TownePlace Suites Omaha West	$3,888.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
TownePlace Suites Omaha West		75730 to 75740	01-2-021900-580-001-010	State track lodging		$3,888.00
Sub Total						**$3,888.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26532	U.S. Bank	$835.74	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
U.S. Bank		May 2026	01-2-012001-580-000-000	Credit card bill		$77.44
U.S. Bank		May 2026	01-2-012003-610-006-011	Credit card bill		$11.97
U.S. Bank		May 2026	01-2-021300-810-000-000	Credit card bill		$100.00

U.S. Bank		May 2026	01-2-021900-580-001-010	Credit card bill		$33.29
U.S. Bank		May 2026	01-2-026200-610-000-000	Credit card bill		$188.24
U.S. Bank		May 2026	01-2-035350-610-000-000	Credit card bill		$189.00
U.S. Bank		May 2026	01-2-035990-610-000-011	Credit card bill		$192.49
U.S. Bank		May 2026	01-2-063100-580-000-000	Credit card bill		$43.31
Sub Total						**$835.74**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26533	UNK Academic Advising and Career Development	$200.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
UNK Academic Advising and Career Development		4228	01-2-023100-540-000-000	Education Opportunities Fair-Career Fair Registration		$200.00
Sub Total						**$200.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26534	US Cellular	$150.14	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
US Cellular		0810471092	01-2-025100-382-000-000	Maint Cell Phone		$150.14
Sub Total						**$150.14**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26535	Waste Connections of Nebraska Inc.	$436.76	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Waste Connections of Nebraska Inc.		4715886T052	01-2-026200-410-000-010	Roll away disposal		$436.76
Sub Total						**$436.76**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26536	William V. MacGill & Co.	$244.28	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
William V. MacGill & Co.		IN0926167	01-2-021300-610-000-000	Sharps Container Wallmount thermometer		$244.28
Sub Total						**$244.28**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26537	Winners' Circle	$47.40	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Winners' Circle		58403	01-2-011000-890-001-000	Valedictorian/Salutatorian Plaques		$47.40
Sub Total						**$47.40**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants	State Nebraska Bank	537047	26538	Y & Y Lawn Service	$3,035.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**

Y & Y Lawn Service		5/22/2026	01-2-026300-431-000-020	Fertilizer/Weed Killer all buildings and kern field		$3,035.00
Sub Total						**$3,035.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants-2	State Nebraska Bank	537047	26539	Constellation NewEnergy Gas Div., LLC	$3,421.63	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Constellation NewEnergy Gas Div., LLC		4605732	01-2-026100-621-001-000	N. Gas		$1,103.97
Constellation NewEnergy Gas Div., LLC		4605732	01-2-026100-621-005-000	N. Gas		$1,073.89
Constellation NewEnergy Gas Div., LLC		4605732	01-2-026100-621-006-000	N. Gas		$568.71
Constellation NewEnergy Gas Div., LLC		4605732	01-2-026100-621-300-000	N. Gas		$675.06
Sub Total						**$3,421.63**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants-2	State Nebraska Bank	537047	26540	Fast Pik #3	$1,928.44	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Fast Pik #3		6/1/2026	01-2-013000-610-000-000	Vehicle Fuel		$235.40
Fast Pik #3		6/1/2026	01-2-021900-626-001-011	Vehicle Fuel		$15.18
Fast Pik #3		6/1/2026	01-2-021900-626-001-030	Vehicle Fuel		$154.50
Fast Pik #3		6/1/2026	01-2-021900-626-001-100	Vehicle Fuel		$42.82
Fast Pik #3		6/1/2026	01-2-023200-580-000-000	Vehicle Fuel		$42.22
Fast Pik #3		6/1/2026	01-2-024100-580-300-000	Vehicle Fuel		$83.72
Fast Pik #3		6/1/2026	01-2-026500-626-000-000	Vehicle Fuel		$464.99
Fast Pik #3		6/1/2026	01-2-027100-519-001-000	Vehicle Fuel		$658.32
Fast Pik #3		6/1/2026	01-2-027100-626-000-010	Vehicle Fuel		$231.29
Sub Total						**$1,928.44**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-May 2026	State Nebraska Bank	540978	6100	Ace Hardware & Home	$19.03	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Ace Hardware & Home		31151	06-2-031000-350-000-000	lunch truck repair		$19.03
Sub Total						**$19.03**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-May 2026	State Nebraska Bank	540978	6101	Cash-Wa Distributing	$16,539.39	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Cash-Wa Distributing		131000 April	06-2-031000-610-000-000	15055394 15064508 15073014 15080895 15087940		$840.68

Cash-Wa Distributing		131000 April	06-2-031000-630-000-000	15055394 c15057952 15064508 15067713 15073014 15080895 15087940 cm3973906 cm3972002		$15,698.71
Sub Total						**$16,539.39**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-May 2026	State Nebraska Bank	540978	6102	Earthgrains Baking Companies, Inc.	$2,010.20	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Earthgrains Baking Companies, Inc.		46770	06-2-031000-630-000-000	15942 $764.75 16013 $451.95 16108 $224.25 16201 $569.25		$2,010.20
Sub Total						**$2,010.20**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-May 2026	State Nebraska Bank	540978	6103	Hiland Dairy	$5,136.84	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Hiland Dairy		5417 April 2026	06-2-031000-630-000-000	chocolate $3663.87 white $1091.63 skim $ 381.34		$5,136.84
Sub Total						**$5,136.84**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-May 2026	State Nebraska Bank	540978	6104	Menards - Norfolk	$999.98	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Menards - Norfolk		LF-90225	06-2-031000-731-000-000	washer & dryer		$999.98
Sub Total						**$999.98**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-May 2026	State Nebraska Bank	540978	6105	Pac 'n' Save	$43.53	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Pac 'n' Save		625 April	06-2-031000-630-000-000	8207 $26.58 8226 $16.95		$43.53
Sub Total						**$43.53**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-May 2026	State Nebraska Bank	540978	6106	State Nebraska Bank and Trust Co.	$99.15	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
State Nebraska Bank and Trust Co.		5/5/26	06-2-031000-810-000-000	deposit slip order		$99.15
Sub Total						**$99.15**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	

LF-May 2026	State Nebraska Bank	540978	6107	Sterling Computers	$99.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Sterling Computers		0240308	06-2-031000-733-000-000	24" monitor		$99.00
Sub Total						**$99.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-May 2026	State Nebraska Bank	540978	6108	Sysco	$22,756.68	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Sysco		900517 April	06-2-031000-610-000-000	22ounce funnel 16 ounce funnel		$14.30
Sysco		900517 April	06-2-031000-630-000-000	661767464 $19.20 661767460 $26.91 661895514 $5298.65 661906436 $4953.58 661919154 $6458.90 661930938 $5985.14		$22,742.38
Sub Total						**$22,756.68**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-May 2026	State Nebraska Bank	540978	6109	Teresa Tiedtke	$10.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Teresa Tiedtke		District 3 mtg	06-2-031000-810-000-000	District 3 mtg		$10.00
Sub Total						**$10.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-May 2026	State Nebraska Bank	540978	6110	US Foods Inc. (commodities)	$0.04	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
US Foods Inc. (commodities)		3370925	06-2-031000-630-000-000	food order		$0.04
Sub Total						**$0.04**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-May 2026	State Nebraska Bank	540978	6111	Vestis	$634.86	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Vestis		890141114 April	06-2-031000-610-000-000	6380361621 6380363244 6380364859 6380366474		$634.86
Sub Total						**$634.86**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-May 2026	State Nebraska Bank	540978	6112	Wayne County Farm Bureau	$5,733.25	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Wayne County Farm Bureau		4/8/26	06-2-031000-630-000-000	Beef to schools		$5,733.25
Sub Total						**$5,733.25**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	

LF-051826	State Nebraska Bank	540978	6120	Andrea Allvin	$8.80	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Andrea Allvin		LF- acct1698	06-1-016110-000-000-000	Refund of Lunch Account		$8.80
Sub Total						**$8.80**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-051826	State Nebraska Bank	540978	6121	Audra Miller	$180.80	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Audra Miller		LF-acct748	06-1-016110-000-000-000	Refund of Lunch Account		$180.80
Sub Total						**$180.80**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-051826	State Nebraska Bank	540978	6122	Dan Carroll	$40.50	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Dan Carroll		LF-acct1152	06-1-016110-000-000-000	Refund of Lunch Account		$40.50
Sub Total						**$40.50**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-051826	State Nebraska Bank	540978	6123	Heather Reinhardt	$144.75	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Heather Reinhardt		LF-acct673	06-1-016110-000-000-000	Refund of Lunch Account		$144.75
Sub Total						**$144.75**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-051826	State Nebraska Bank	540978	6124	Henry Wiese	$13.70	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Henry Wiese		LF-acct829	06-1-016110-000-000-000	Refund of Lunch Account		$13.70
Sub Total						**$13.70**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-051826	State Nebraska Bank	540978	6125	Jasmine Blackburn	$20.25	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Jasmine Blackburn		LF-acct1547	06-1-016110-000-000-000	Refund of Lunch Account		$20.25
Sub Total						**$20.25**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-051826	State Nebraska Bank	540978	6126	Jennifer Canham	$29.35	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Jennifer Canham		LF-acct1667	06-1-016110-000-000-000	Refund of Lunch Account		$29.35
Sub Total						**$29.35**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-051826	State Nebraska Bank	540978	6127	Jennifer Sievers	$48.55	

Vendor	PO Number	Invoice #	Account Code	Description	Issue Date	Amount
Jennifer Sievers		LF-acct499	06-1-016110-000-000-000	Refund of Lunch Account		$48.55
Sub Total						**$48.55**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-051826	State Nebraska Bank	540978	6128	Jessie Piper	$28.40	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Jessie Piper		LF-acct764	06-1-016110-000-000-000	Refund of Lunch Account		$28.40
Sub Total						**$28.40**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-051826	State Nebraska Bank	540978	6129	Jill Karsky	$39.30	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Jill Karsky		LF-acct1286	06-1-016110-000-000-000	Refund of Lunch Account		$39.30
Sub Total						**$39.30**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-051826	State Nebraska Bank	540978	6130	John Etter	$17.75	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
John Etter		LF-acct970	06-1-016110-000-000-000	Refund of Lunch Account		$17.75
Sub Total						**$17.75**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-051826	State Nebraska Bank	540978	6131	Laura Nelson	$12.75	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Laura Nelson		LF-acct1839	06-1-016110-000-000-000	Refund of Lunch Account		$12.75
Sub Total						**$12.75**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-051826	State Nebraska Bank	540978	6132	Liesel Powicki	$21.05	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Liesel Powicki		LF-acct937	06-1-016110-000-000-000	Refund of Lunch Account		$21.05
Sub Total						**$21.05**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-051826	State Nebraska Bank	540978	6133	Priscilla Junck	$58.10	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Priscilla Junck		LF-acct774	06-1-016110-000-000-000	Refund of Lunch Account		$58.10
Sub Total						**$58.10**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-051826	State Nebraska Bank	540978	6134	Renae Brenner	$36.60	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**

Renae Brenner		LF-acct1267	06-1-016110-000-000-000	Refund of Lunch Account		$36.60
Sub Total						**$36.60**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-051826	State Nebraska Bank	540978	6135	Tracy Heinemann	$25.05	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Tracy Heinemann		LF-acct1013	06-1-016110-000-000-000	Refund of Lunch Account		$25.05
Sub Total						**$25.05**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-051826	State Nebraska Bank	540978	6136	Wes Blecke	$64.05	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Wes Blecke		LF-acct424	06-1-016110-000-000-000	Refund of Lunch Account		$64.05
Sub Total						**$64.05**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
June 2026 Board Warrants-2	State Nebraska Bank	540978	6137	Fast Pik #3	$124.31	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Fast Pik #3		6/1/2026	06-2-031000-732-000-000	Vehicle Fuel		$124.31
Sub Total						**$124.31**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-June 2026	State Nebraska Bank	540978	6138	Ace Hardware & Home	$64.00	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Ace Hardware & Home		LF - 31384, 31401	06-2-031000-610-000-000	propane for grilling days		$64.00
Sub Total						**$64.00**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-June 2026	State Nebraska Bank	540978	6140	Cash-Wa Distributing	$1,205.72	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Cash-Wa Distributing		LF-May 2026	06-2-031000-610-000-000	food storage & detergents		$616.70
Cash-Wa Distributing		LF-May 2026	06-2-031000-630-000-000	food supplies minus $83.46 for lettuce credit		$589.02
Sub Total						**$1,205.72**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-June 2026	State Nebraska Bank	540978	6141	Earthgrains Baking Companies, Inc.	$465.75	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Earthgrains Baking Companies, Inc.		LF - 54330590016286	06-2-031000-630-000-000	bread order		$465.75
Sub Total						**$465.75**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-June 2026	State Nebraska Bank	540978	6142	Hiland Dairy	$3,682.07	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**

Hiland Dairy		LF- May Milk	06-2-031000-630-000-000	Chocolate $2829.48 White $644.17 Skim $208.42		$3,682.07
Sub Total						**$3,682.07**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-June 2026	State Nebraska Bank	540978	6144	Major Refrigeration Co., Inc.	$236.25	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Major Refrigeration Co., Inc.		LF - D6006	06-2-031000-350-000-000	walk in cooler cleaning/service		$236.25
Sub Total						**$236.25**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-June 2026	State Nebraska Bank	540978	6146	Pac 'n' Save	$44.73	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Pac 'n' Save		LF - 2041	06-2-031000-630-000-000	mayo and lettuce		$44.73
Sub Total						**$44.73**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-June 2026	State Nebraska Bank	540978	6147	S.D. 17 Lunch Fund	$751.75	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
S.D. 17 Lunch Fund		LF - Angel Fund	06-1-016110-000-000-000	Lunch fund transfer from closed accounts to Angel Fund		$751.75
Sub Total						**$751.75**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-June 2026	State Nebraska Bank	540978	6148	Sysco	$8,888.89	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Sysco		LF - April & May	06-2-031000-610-000-000	funnels, paper & plastic products		$1,046.22
Sysco		LF - April & May	06-2-031000-630-000-000	food supplies		$7,842.67
Sub Total						**$8,888.89**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-June 2026	State Nebraska Bank	540978	6149	US Foods Inc. (commodities)	$0.16	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
US Foods Inc. (commodities)		LF-4176081	06-2-031000-630-000-000	frozen green beans and potatoes		$0.16
Sub Total						**$0.16**
Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-June 2026	State Nebraska Bank	540978	6151	Vestis	$634.36	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Vestis		LF - May 2026	06-2-031000-610-000-000	weekly laundry supplies 6380368106 6380369721 6380371330 6380372923		$634.36
Sub Total						**$634.36**

Voucher Number	**Bank Name**	**Account Number**	**Check Number**	**Payee**	**Amount**	
LF-June 2026	State Nebraska Bank	540978	6152	Wayne County Farm Bureau	$5,843.33	
Vendor	**PO Number**	**Invoice #**	**Account Code**	**Description**	**Issue Date**	**Amount**
Wayne County Farm Bureau		LF - May Beef	06-2-031000-630-000-000	May Beef to schools		$5,843.33
Sub Total						**$5,843.33**
Grand Total						**$375,493.92**

Students

Anti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. § 79-2,137
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: August 14, 2017

Harassment Order to Cease and Desist

_____ is required to cease and desist all harassment behaviors against the student(s) listed below:

- **Harassment is defined by the victim, not by the harasser. ANY action that causes the victim to feel threatened, belittled, afraid, ashamed, angry, hurt, or upset in any other way must cease. It may be necessary for the parties listed above to have no further contact with each other, to the extreme that they may not even look at or talk to each other.**
- **Responding to harassment with harassment is not acceptable. If you can't make it stop, ask an adult for help.**
- **While students have rights to freedom of speech, rules of conduct expressly forbid menacing, fighting, profane or obscene language, and any other behaviors meant to cause harm.**

Harassment behaviors may include:

Verbal Aggression:
- Name calling
- Mocking, teasing, or using sarcasm
- Intimidating phone calls
- Spreading rumors
- Threats
- Making noises at someone

Intimidation:
- Publicly challenging others to do something they don't want to do
- Playing a dirty trick
- Taking things
- Demanding money or other things

Emotional:
- Excluding
- Tormenting
- Hiding or taking things
- Threatening gestures
- Ridicule
- Staring

Physical Aggression:
- Pushing
- Kicking
- Punching
- Slapping
- Tripping
- Pinching
- Spitting

Sexual:
- Touching
- Dirty jokes or sexual language
- Unwanted flirting
- Inviting out on dates or to go steady when they've said they are not interested
- Nicknames

Racial:
- Derogatory comments or nicknames about physical, behavioral, or cultural differences

Written:
- Threatening or inappropriate notes or drawings

I acknowledge I am aware of this order and that I have been told I may face more serious consequences if the harassment continues.

_____ _____

Student Signature Date

This order was given by: _____

Bullying InvestigationCheck List

Date: _____ **Person Completing:** _____

The following questions/tasks should be reviewed/completed during an investigation into allegations of all types of bullying. Some items may not be applicable based on individual event circumstances. Please check each item indicating it was completed, addressed or not applicable during the investigation phase.

Section 1	Yes	No	N/A
Parents			
Notification at time of incident to parent of target/victim			
Notification at time of incident reported to parent of alleged perpetrator			
Followup contact with parent of target/victim within two school days			
Followup contact with parent of alleged perpetrator within two school days			
Notification to parents of active bystander(s) of their child's involvement			
Additional contacts with parents of all parties involved (Detail dates, times, and content of all conversations in discipline/investigative reports)			
Notes			

Section 2	Yes	No	N/A
Evidence – Electronic, Written, Images			
Pictures or video recordings related to incident(s) available and/or reviewed			
Writings or drawings related to incident(s) available and/or reviewed			
Parent/guardian has notes, recordings, or other documentation			
Physical injuries, bruises, or marks observed (Photograph if appropriate)			
Statements from witness, victim(s), perpetrator (Note any adult witnesses to statements/interviews)			
Notes			

Section 3	Yes	No	N/A
Observations & Key Questions			
Evidence that actions of the alleged perpetrator were intentional			
Evidence, statements or observations supporting this was not a one time occurrence			
Evidence or statements supporting the alleged perpetrator has some level of physical, emotional or pyschological control over the victim/target			
Actions of the alleged perpetrator violate the Student Code of Conduct			
Evidence/statements support an **impact** on learning for one or more students			
Evidence/statements support an **impact** on safety and/or climate affecting one or more students			
Prior school attended contacted and previous type behaviors/discipline found to have occurred			
Determination if law violation has occurred and if so, notifications to appropriate agency			
Notes			

Section 4	Yes	No	N/A
Interventions During Investigation			
Teachers of victim/target and/or alleged perpetrator notified			
Supervision plans or assignments adjusted			
Student daily schedule altered, adjusted or changed			
No Contact Agreement initiated between victim/target and perpetrator			
Scheduled periodiac contacts with victim/target and/or alleged perpetrator			
Unscheduled contacts with victim/target and/or alleged perpetrator initiated			
Alleged perpetrator remains out of school during investigation			
Alternate transportation arrangments made for victim/target and/or perpetrator			
Notes			

Section 5	Yes	No	N/A
Investigation Conclusion			
Elements for classification of bullying present			
Student(s) formally disciplined for Code of Conduct Violation			
District or state required reports prepared and submitted			
Parent/Guardian of Victim/Target notified of conclusion			
Parent/Guardian of alleged perpetrator notified of conclusion			
Long term intervention plan developed for Victim/Target and shared or prepared in conjunction with parent/guardian			
Long term intervention plan developed for perpetrator and shared or prepared in conjunction with parent/guardian			
Staff with a "Need to Know" made aware of conclusion			
Additional adjustments in school prevention/intervention/response strategies made based on facts of investigated incident			
Notes			

Students

Student Fees Policy

The Board of Education of Wayne Community Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "l," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious

radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The

District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extra-curricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the ___ day of _____, 20__, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

_____
Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
Neb. Constitution, Article VII, section 1.
Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
Neb. Rev. Stat. §79-2104 (student files or records)
Neb. Rev. Stat. §79-715 (eye-protective devices)
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: July 13, 2020

APPLICATION FOR FEE WAIVER AND SHARING INFORMATION CONSENT WAYNE COMMUNITY SCHOOLS

FEE WAIVER REQUEST

The Nebraska Public Elementary and Secondary Student Fee Authorization Act allows fee waivers for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The fee waivers give qualifying students the right to not have to pay certain student fees and to be provided with specialized materials or equipment to participate in certain activities. **Specifically, the fee waiver applies to: (1) participation in extracurricular activities, and (2) use of a musical instrument in optional music courses that are not extracurricular activities.** Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

The Board's Student Fee Policy states: ***Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.*** To request a fee waiver, or to decline a fee waiver, complete the following:

- ☐ No! I **DO NOT** want a fee waiver for any programs or activities.
- ☐ Yes! I **DO** want a fee waiver. I request a fee waiver for the following (Note: Please describe the fee waiver, materials, or equipment requested, and the activity or course; failure to make timely request for a fee waiver for any fees, equipment, material, or instrument not listed may result in a fee waiver not being provided):

Student Name: _____ Student Number: _____

Activity or Course: _____

Describe fee waiver or materials or equipment requested, including amount if known:

_____
_____
_____

Activity or Course: _____

Describe fee waiver or materials or equipment requested, including amount if known:

_____
_____
_____

Activity or Course: _____

Describe fee waiver or materials or equipment requested, including amount if known:

_____
_____
_____

Parent/Guardian Signature: _____ Date: _____
Principal/Designee Signature: _____ Date: _____

This form is to be returned to the Principal/Designee.

SHARING INFORMATION CONSENT

To save you time and effort, the information you gave on your Application for Free or Reduced Meals may be shared with other programs for which your children may qualify. **For the fee waiver program, we must have your permission to share your Application for Free or Reduced Meals information in order to confirm your eligibility for a fee waiver. However, in no event will the manner in which you complete the consent form change whether your child gets free or reduced price meals.**

- ☐ No! I **DO NOT** want information from my Application for Free or Reduced Meals share for purposes of the fee waiver program.

- ☐ Yes! I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Child's Name:_____ School:_____

Student Identification Number: _____

Printed Name:_____

Address:_____

Parent/Guardian Signature:_____ Date:_____

For more information, you may call your school Principal.

Original to Superintendent

Once this fee waiver application form is turned into the school completed correctly, the school will verify the student's free and reduced lunch status. The School will also review the items on the Application to insure consistency with the School Board's policy. The fee waived items for your student are covered by the district as long as your student is actively participating in fund raising (where applicable), and contributing to their activity.

Students

School Wellness Policy

A mission of Wayne Community Schools ("District") is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

1. District Wellness Committee

Committee Role and Membership

The District will convene a representative District Wellness Committee ("DWC") or work within an existing school health committee that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

Leadership

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District's website.

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent's office and/or on the District's computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District's schools are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to [a] the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs

change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

3. Nutrition

School Meals

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs. The District may also operate additional nutrition-related programs and activities. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;

- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
  - Sliced or cut fruit is available daily.
  - Daily fruit options are displayed in a location in the line of sight and reach of students.
  - All available vegetable options have been given creative or descriptive names.
  - Daily vegetable options are bundled into all grab-and-go meals available to students.
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
  - White milk is placed in front of other beverages in all coolers.
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
  - Student artwork is displayed in the service and/or dining areas.
  - Daily announcements are used to promote and market menu options.

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks. The

Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. Celebrations and parties. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The District will make available to parents and teachers a list of healthy fundraising ideas or comparable resources.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and

- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.

Nutrition Education

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education

The District will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake

- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement)

decisions should reflect the applicable marketing guidelines established by the District wellness policy.

4. Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the District is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the District will be encouraged to participate in *Let's Move!* Active Schools (www.letsmoveschools.org), or comparable program, in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment. The District will provide teachers and other school staff with a list of ideas or resources for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "*Essential Physical Activity Topics in Health Education*" subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All elementary students in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

The District's physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

Essential Physical Activity Topics in Health Education

Health education will be required in all elementary grades and the District will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 of the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

Recess (Elementary)

All elementary schools will offer at least 20 minutes of recess on all days during the school year. Exceptions may be made as appropriate, such as on early dismissal or late arrival days. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather and other conditions make it feasible for outdoor play.

In the event that recess must be held indoors, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Classroom Physical Activity Breaks (Elementary and Secondary)

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The District will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through the USDA and the Alliance for a Healthier Generation.

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: physical activity clubs and physical activity in aftercare, intramurals or interscholastic sports.

Active Transport

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by requiring that its schools engage in six or more of the activities below, to be selected by each school administration; including but not limited to:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week and National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper

- Use crossing guards
- Use crosswalks on streets leading to schools
- Use walking school buses
- Document the number of children walking and or biking to and from school
- Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

5. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Community Partnerships

The District will develop, enhance, or continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (e.g., email or displaying notices on the District's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

Staff Wellness and Health Promotion

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Professional Learning

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

Glossary

School Campus: areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day: the time between midnight the night before to 30 minutes after the end of the instructional day.

Triennial – recurring every three years.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. section 1758b; 7 CFR sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

Date of Adoption: June 12, 2017

Date of Review: June 9, 2025

Students

Homeless Students

A. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

"School of Origin" shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

"Homeless children and youths" shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

"Unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child's or youth's school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.

3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;

2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and

3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;

2. Receive appropriate time and training in order to carry out the duties required by law and this policy;

3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;

4. Ensure that homeless children and youths:

   a. Are enrolled in school which includes attending classes and participating fully in school activities;

   b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;

   c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.

   d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.

5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.

6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.

2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information.

The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Legal Reference: Neb. Rev. Stat. § 79-215
Nebraska Department of Education Rule 19
McKinney-Vento Homeless Assistance Act, 42 USC §§11431, et seq.
Every Student Succeeds Act

Date of Adoption: August 14, 2017

Homeless Education Program

HOMELESS STUDENT ENROLLMENT INFORMATION & PLACEMENT REQUEST

Child's Name: _____ Birth Date:_____ Grade_____
(Last Name) (First Name) (M.I.)

Parent/Guardian Name_____ Unaccompanied Youth_____
(Last Name) (First Name) (M.I.) ("Yes" or "No")

Current Address _____

Telephone Number:_____
(If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status
   a. Do you live in any of these following situations?

   ____ sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
   ____ in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
   ____ in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
   ____ have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
   ____ in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
   ____ None of the above.

   b. How long do you anticipate living in current location? _____

2. School Most Recently Attended
   School: _____
   (School Name) (City) (State)
   Dates of Attendance:_____ to _____
   Grade level when last attended: _____

3. Eligible for any of these educational and school related activities and services?
   □ Special Education (IDEA) If yes, please identify disability and special education services previously provided :_____
   _____

□ English Language Learners (ELL) □ Gifted □ Vocational Education
□ Other_____

4. Possible Barriers to Education
□ No Birth Certificate □ No immunizations or other medical records
□ No School Records □ Transportation □ School Selection
□ Other issues/barriers_____

5. Requested Services and Activities to be Provided by Homeless Student Program
□ Obtaining or transferring records necessary for enrollment
□ Emergency assistance related to school attendance
□ Expedited evaluations
□ Transportation □ Clothing to meet a school requirement □ School supplies
□ Early childhood program □ Tutoring or other instructional support
□ Before/after-school, mentoring, summer programs
□ Referrals for medical, dental, or other health services
□ Referral to other programs/services
□ Assistance with participation in school programs
□ Parent education related to rights/resources
□ Coordination between schools and agencies
□ Counseling □ Addressing needs related to domestic violence
□ Staff professional development/awareness
□ Other _____

6. Placement
a. School placement requested by parent/guardian or unaccompanied youth:
_____
b. Reason(s) for Request: _____
_____
c. Name of "School of Origin"_____
(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).
Enrollment Date_____
Has student been withdrawn?_____
If so, what was the withdraw date?_____
d. Distance from:
i. Residence to the school of origin (miles): _____
ii. Residence to the school requested (if not school of origin): _____

_____ _____
Parent or Guardian or Unaccompanied Youth's signature Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act. Please contact the Homeless Coordinator with any questions.

WRITTEN NOTIFICATION OF
ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT

Child's Name: _____

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:
Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

Homeless student program eligibility:
_____ Child does not qualify under the homeless student program.
_____ Child qualifies under the homeless student program. This determination was based upon: _____
_____

Placement (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: _____
(Name)
Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): _____
_____
_____

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

Notices:
- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the state coordinator:
  Education Specialist & Homeless Education / NCLB Programs
  Nebraska Department of Education
  http://www.education.ne.gov/federalprograms/Title%20X.html
  Telephone: (402) 471-1419 Facsimile: (402) 742-2371
- You may seek the assistance of advocates or attorneys.

_____ _____
Administrator Date

Written Notification Form was given to parent/guardian or unaccompanied youth on _____ (Date).

Homeless Education Program

DISPUTE RESOLUTION FORM

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: _____
Person completing form: _____
(Name) (Relation to Student)
I may be contacted at (address/phone/e-mail): _____

I wish to dispute the following decision: _____
_____
The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): _____
_____
_____
_____
Persons who have information to support my position (include contact information):
_____
_____
I request that the following action be taken on this dispute: _____
_____

_____ _____
Parent or Guardian or Unaccompanied Youth's signature Date

----------For School Use----------
Date received by Homeless Coordinator _____

----------Determination of Homeless Coordinator----------
In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:
Parent/Guardian _____Unaccompanied Youth_____
(Name) (Name)
After reviewing the information relevant to your dispute my determination is as follows:
_____
_____
Explanation for this determination: _____
_____
_____

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact the state coordinator:

Education Specialist & Homeless Education / NCLB Programs
Nebraska Department of Education
http://www.education.ne.gov/federalprograms/Title%20X.html
Telephone: (402) 471-1419 Facsimile: (402) 471-0117

_____ _____
Administrator Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on _____ (Date).

Instruction

Parental/Community Involvement in Schools

Wayne Community Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.

2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the child, other students, and the educational staff.

3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardian, or educational decisionmaker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or

standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

    - Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
    - Mental or psychological problems of the student or the student's family;
    - Sex behavior or attitudes;
    - Illegal, anti-social, self-incriminating, or demeaning behavior;
    - Critical appraisals of other individuals with whom respondents have close family relationships;
    - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
    - Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
    - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to

receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. Sections 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: June 12, 2017

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MEMORANDUM – 2026 SCHOOL DISTRICT ANNUAL POLICY UPDATES

The Legislature adjourned on April 17th this year. This Memo covers the required policy updates that need to be made this summer.

A. REQUIRED POLICY UPDATES

1. Policy 1110 ("Bulletin Boards"): LB 429 added new requirements for "equal access" to teachers by professional organizations and teacher associations. Policy 1110 has been updated to ensure that qualifying organizations and associations are granted such access under the new law.

2. Policy 3560 ("Records Management and Disposition"): LB 596 updated references in the record retention laws to better reflect current technology and electronic storage capabilities. Policy 3560 has been updated to reflect these changes.

3. Policy 5004 ("Full-time and Part-time Enrollment"): LB 937 refined the part-time enrollment statutes to provide greater flexibility for students participating in national and state activities, such as FFA. Policy 5004 has been updated accordingly.

4. Policy 5005 ("Student Residence, Admission and Contracting for Educational Services"): LB 937 imposes a new requirement that school districts may not disenroll a student who is the subject of a DHHS investigation. Under this new law, if DHHS notifies a school district that a student may be the victim of abuse or neglect, the district cannot facilitate a student's withdrawal or transfer to a different school. If a parent or guardian attempts to withdraw or transfer the student during this period, the district must notify DHHS. Policy 5005 incorporates these changes.

5. Policy 5006 ("Option Enrollment"): LB 653 amended the option enrollment statutes by requiring the "automatic" acceptance of siblings of option students currently enrolled in a district. Policy 5006 has been updated to reflect this new requirement. Over the next few months, schools should evaluate their option enrollment program and practices to account for these new obligations, as well as review and update option enrollment forms.

6. Appendix to Policy 5006 ("Option Resolution"): Similar to the changes made in Policy 5006, the Option Resolution has been updated to reflect the change in LB 653 that removes capacity limitations for option siblings.

7. Policy 5008 ("Attendance"): LB 937 amended the student attendance laws to provide that a documented absence from a credentialed health professional shall excuse a student's absence for that day and not count toward a student's truancy accumulation. The update to Policy 5008 reflects this change.

8. Policy 5101 ("Student Discipline"): LB 653 amended the Student Discipline Act and requires two changes to board policy. First, LB 653 created an exception to the prohibition on suspending young students. Previously, PK-2 graders could only be suspended for bringing a firearm or deadly weapon to school. Now, a PK-2 grader can be suspended for violent behavior. In addition, LB 653 amends the notice requirements for student discipline letters. School administrators should ensure that their student discipline forms and checklists are updated to reflect these new notice requirements.

9. Policy 5205 ("Graduation"): Last year, LB 296 amended Nebraska's graduation statute to provide an exception for students who, at some point during their high school career, were under the supervision of a juvenile court. Policy 5205 incorporates this new statutory exception into the graduation criteria.

10. Policy 8130 ("Annual Organizational Meeting"): LB 596 allows each board to designate the method by which they will give advanced public notice of board meetings. The method must be noted in the meeting minutes. At the annual organizational meeting, each board should approve (and note in the minutes) the designated method of giving notice, such as on the district's website or posting in conspicuous places within the District.

11. Policy 8342 ("Designated Method of Giving Notice of Meetings"): LB 596 amends the Open Meetings Act's notice requirements. Previously, notices of board meetings were required to be published in the newspaper, with several exceptions. Now, notices of regular meetings only need to be published four times per year. Schools that wish to continue publishing monthly notices in the newspaper are free to continue doing so. But for those schools that do not want to be tied to a newspaper each month, notices of the regular meeting schedule need only be published four times a year.

B. RECOMMENDED UPDATES

1. Policy 3130 ("Purchasing Policies"): The Purchasing Policy is important to ensure that Boards have oversight of large purchases in the District, while affording the administration the flexibility to make smaller purchases when needed. However, Policy 3130 does not delineate between purchasing products and expending district funds for ongoing service or renewals previously approved (such as utility bills, insurance renewals, and so forth). To better address the distinctions between these scenarios, each Board may consider updating Policy 3130.

C. OPTIONAL POLICY AND/OR HANDBOOK UPDATES

1. Mobile Tracking: LB 935 added a new crime for surreptitiously tracking someone via a mobile tracking device. The new law includes an exception for a parent tracking their student. Since Policy 1102 ("Recording of Others") focuses on listening devices (as opposed to tracking devices), no update is necessary to Policy 1102 in response to LB 935. That said, some districts may want to consider how to handle mobile tracking devices at school.

2. Smart Glasses: Some districts have struggled with students wearing smart glasses at school. Policy 6113 (based on LB 140 from last year) bans all "electronic communication devices," which include smart glasses. However, if your district wants to explicitly include a reference to smart glasses or other technology, you are free to do so within Policy 6113 and/or Policy 5101 (Student Discipline).

3. Swatting: LB 935 also created a new crime of "swatting." The Student Discipline Act (and Policy 5101) already covers criminal conduct as the basis for student discipline, so Policy 5101 does not need to be updated to add "swatting" as an expellable offense. A district could nonetheless add "swatting" if they wanted to make clear that a swatting incident may be grounds for serious discipline.

D. OTHER CONSIDERATIONS

1. New Centralized Student Record System: Last year, LB 296 addressed changes to the foster system. One of these changes includes new responsibilities for NDE. Beginning July 1, 2026, school districts will be required to share a student's education records with NDE if the student is under a juvenile court's jurisdiction, as part of a new centralized records system.

2. New NPERS Retirement Rules: LB 824 changes the public retirement statutes by requiring a 120 day "sit-out" period for employees who retire. As such, any school employee who retires may not work or volunteer for the 120-day period after their retirement date. An employee's retirement date (for purposes of NPERS) may be deemed to be a date other than the date of the employee's last workday and is typically "fixed" by the employee's contract. With this statutory change occurring on May 1, 2026, it may be worth revisiting your 2026-2027 staff contracts to ensure that end dates align with an employee's final day of work.

3. Pink Postcard Process: LB 384 requires at least one voting member of the board to attend this year's "pink postcard" hearing for those participating districts. After this fall, the "pink postcard" process will end, and all districts will be required to participate in the new LB 803 hearing in July 2027. This change does not require any policy updates.

4. Open Meetings Act Posters: LB 596 removed the requirement that a copy of the Open Meetings Act be "posted" in the meeting room. Boards now have the option to continue posting the Open Meetings Act or simply making the Open Meetings Act available to someone who wants to review it. Since no policy requires the posting of the Open Meetings Act, this does not require any policy change.

5. Veteran's Preference Reminder: As a reminder, all public employers in Nebraska are required to note that any open employment positions are "subject to a veteran's preference."[1] This summer would be a good time to ensure that your application system complies with this requirement.

6. ADA Website Accessibility Deadline Delayed: Recently, the U.S. Department of Justice announced that the compliance deadlines for the new website accessibility requirements will be delayed for one year. As a result, for entities with a total population of 50,000 or more, their website must be in compliance by April 26, 2027. For those entities with a total population of less than 50,000, the new deadline is April 26, 2028. No policy needs to be updated to reflect this new deadline.

7. Food Color Additives: LB 940 prohibits certain food color additives as part of a school meal, effective August 1, 2027. Since food additives are not referenced in any policy, there will not be a policy update in response to LB 940.

8. Workplace Safety Committee Changes: LB 397 amends the workplace safety statutes. Previously, school districts were required to establish a safety committee through the collective bargaining process. LB 397 revises the statute to permit (not require) the safety committee through the collective bargaining process. School districts could remove the safety committee provision from the Negotiated Agreement next year, if they do not want the safety committee within the Negotiated Agreement.

9. Hunger Free Schools Act: LB 966 created the Hunger Free Schools Act pilot program. There is no policy update or change required for schools to apply to participate in the program.

10. Updates to Nebraska's Controlled Substances Act: LB's 877 and 795 updated the list and schedules for controlled substances in Nebraska. However, school policies do not require an exhaustive list of banned or unlawful substances at school, so the updates to these laws do not require a policy change.

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[1] Neb. Rev. Stat. § 48-227.

11. Human Relations Training Requirements: LB 1022 repealed the human relation requirement for certain teaching certificates, including substitute teachers. This new law will not result in any change to policy.

As always, please let us know if you have any questions or concerns.

Community Relations

Bulletin Boards, Display Case, and Posted Material

School bulletin boards, display cases, and posting areas are for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the respective principals; however, building principals may use their discretion on posting or displaying non-school related information which is not political or commercial in nature. No information, poster or other display may be posted on any school bulletin board, display case or other areas without the prior permission of the building principal. The building principal shall have the final determination as to whether any posting is political and/or commercial in nature, and there shall be no appeal process if the principal denies a request to post or display non-school related information.

Upon request, a professional employees' organization, as defined by state law, shall be granted reasonable access to the physical or electronic mailboxes of certificated employees for purposes consistent with state law and Board Policy. The Superintendent or designee may establish reasonable, content-neutral procedures governing the time, place, and manner of such access to ensure that school business is not disrupted and that the District maintains employee privacy. A professional employees' organization shall also be permitted to provide information to certificated employees, including at employee meetings or orientation sessions, subject to reasonable administrative scheduling and oversight.

Legal Reference: Neb. Rev. Stat. Sec. 79-526 Board Authority for Supervision and Control

Date of Adoption: July 12, 2021

Revision Date: June 8, 2026

Business Operations

Purchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to $20,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.

2. Purchases from $20,000 up to $40,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.

3. Purchases of $40,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.

4. The purchasing limits or requirement set forth in this policy may be waived int eh event of an emergency or time-sensitive purchase where delay would materially disrupt District operations, threaten health or safety, result in the loss of services, or cause financial harm. In such circumstances, the Superintendent shall obtain prior approval from the Board President when reasonably practicable, and the Board of Education may ratify such purchase at a subsequent meeting.

5. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.

6. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

7. The District need not comply with the bidding requirements if the District purchases Property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.

8. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.

2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.

3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use. For purposes of this policy, "goods" shall mean tangible supplies, materials, or equipment, and "services" shall mean professional services, contractual services, subscriptions, software or technology services, maintenance agreements, or other ongoing or time-based services. Purchases of services may be subject to additional flexibility as set forth below, particularly when continuity of service is required.

4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.

5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Service Contract Renewals

When the Board of Education has previously approved a service, program, or contractual relationship, the Superintendent or designee is authorized to approve the renewal, extension, or continuation of such service without prior Board approval when:

i. The renewal is consistent with the scope, purpose, and general cost structure previously approved by the Board;
ii. The renewal is necessary to avoid an interruption of services or to meet a contractual or service deadline that occurs prior to the next scheduled Board meeting; and
iii. The total cost of the renewal does not materially exceed the previously approved amount or includes only standard or customary increases.

The Superintendent or designee shall report any renewal to the Board of Education at the next regular meeting for review and ratification.

If a proposed renewal includes a material change in scope, pricing, or contractual terms, the renewal shall be submitted to the Board of Education for approval prior to execution whenever reasonably practicable.

Legal Reference: Neb. Rev. Stat. § 13-610
Neb. Rev. Stat. Sec. 49-1401, et seq

Date of Adoption August 12, 2019

Revision Date: June 8, 2026

Business Operations

Records Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.

2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.

3. Electronic Record Messages. District records may be created, stored, and maintained in paper or electronic format. Electronic records may include, but are not limited to, (a) email and other electronic communications; (b) digital documents and databases; (c) audio and video recordings: and (d) cloud-based and third-party hosted data. Electronic communications, documentation, and data are District records when they relate to District business and will be retained in accordance with the applicable record retention schedules. Due to system storage limitations, certain categories of electronic data (such as surveillance video or system logs) may be retained for shorter periods than other records, unless required to be preserved by law or otherwise determined by the Superintendent or designee. The District will implement reasonable measures to ensure that electronic records remain accessible, retrievable, and secure for the duration of their required retention period. Employees are responsible for retaining records within their control when they are aware, or reasonably should be aware, that such records may be subject to a records request, audit, investigation, or possible litigation. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:

    a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.

    b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention,

determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.

i. *Transitory messages*. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.

ii. *Less than permanent retention records*. These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.

iii. *Permanent/archival retention records*. These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.

c. Electronic Storage Limitations. The district's computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.

d. Proper Use of Electronic Messages.

i. Non-Discrimination. Electronic messaging is not permitted to be used to

promote discrimination on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status; promote sexual harassment; or to promote personal, political, or religious business or beliefs.

ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.

iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

5. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Neb. Rev. Stat. Sections 84-712 through 84-712.09
Neb. Rev. Stat. Sections 84-1201 to 84-1227
Laws 2010, LB 742
State Records Administrator Guidelines:
Schedule 10: Records of Local School Districts (Feb. 1989)
Schedule 24: Local Agencies General Records (March 2005)
Electronic Imaging Guidelines (March 2003)

Date of Adoption: August 10, 2020

Revision Date: June 8, 2026

Students

Full-time and Part-time Enrollment

Full-time Enrollment

Students must be enrolled in Wayne Community Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district, or admitted to the District pursuant to state law, and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

(1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
(2) Enrollment of a non-public school student in Wayne Community Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
(3) Non-public school students are not to be given priority over full-time students.
(4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
(5) Enrollment of non-public school students is not to negatively affect the educational

services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.

2. Deadline for Applications. The application must be received by August 1st preceding the school year the student wishes to enroll.

   a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
   b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.

3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.

4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.

5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee

that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.

2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Subject to Paragraph D.9. of this Policy, students may not typically enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.

2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will ordinarily not be available for non-public school students.

3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.

4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.

5. Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, non-public school students may select their courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.

2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.

   No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled,

3. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.

4. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.

5. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.

6. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.

7. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.

Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. Non-resident students may only be admitted on a part-time basis or permitted to participate in a school-sponsored extracurricular activity when required by law. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Part-time students participating in extracurricular activities shall meet the following enrollment requirements, consistent with state law:

(a) For activities regulated by an athletics or activities association (including the Nebraska School Activities Association), the student shall be enrolled in five credit hours offered by the District during each semester of participation. The student may elect to enroll in more than five credit hours.

(b) For activities governed by a national or state organization other than the NSAA, the student shall be enrolled in the minimum number of credit hours required by such organization. The student may elect to enroll in more than five credit hours.

(c) For activities not governed by the NSAA or a national or state organization, the student must enroll in at least five credit hours or the equivalent for middle school students.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,136 and Sec. 79-526
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: July 10, 2023

Date of Revision: June 8, 2026

Students

Student Residence, Admission and Contracting for Educational Services

Students shall be admitted to the School District, upon request and without charge, who are:

1. A resident of the School District for purposes of school enrollment. A student is a resident of the School District if the student resides in the School District or at least one of the student's parents resides in the School District.

2. A homeless student. The following definition shall be used to determine which students fit this category:

   A homeless individual is one who (1) lacks a fixed, regular, and adequate nighttime residence and (2) has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an Act of Congress or State law.

3. Approved for option enrollment into the School District.

Students may be admitted to the School District, or continue in enrollment, where:

1. The student is not a resident of the School District and is a resident of Nebraska. Such enrollment shall be pursuant to a contract between the Boards of Education of the School District and the school district in which the student is a resident and upon the collection of tuition pursuant to such contract. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.

2. The student is not a resident of the School District and is a resident of another State. Such enrollment shall be subject to collection of tuition in advance at a rate determined by the School Board. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.

3. The student is participating in an approved Foreign Exchange Program.

4. The student is a child of a member of the military on active duty and residing on certain property ceded to the United States and stationed in, near or adjacent to the School District, and children of employees of the federal government residing in Nebraska on national parks or national monuments within the State in, near or

adjacent to the School District. Such discretionary admission shall be without charge for tuition.

5. The student's residency in the School District ceases during the school year. In such case, the student may be allowed to continue attending the School District for the remainder of that school year.

A child who is a ward of the state or court and (1) has been placed in the School District but had resided in a different school district at the time the child became a ward and does not reside in a foster family home, or (2) has been placed in an institution which maintains a State-approved special education program, may be enrolled in the School District to the extent required by law. In such event, costs of education and transportation are to be paid by the State, but not in advance. The child remains a resident of the school district in which the child resided at the time the child became a ward.

A child who is a ward of the state or court who resides in the School District in a foster family home licensed or approved by the Department of Health and Human Services ("Department") or a foster home maintained or used by the Department, remains a resident of the school district in which the child resided at the time the child became a foster child. This is subject to a determination being made in accordance with the Foster Care Review Act that the child will not attend such school district. If such a determination is made, the child is deemed to be a resident of the School District and will be admitted as a resident student.

A child who is not a ward of the state or court and who is residing in a residential setting in the School District for reasons other than to receive an education is subject to the following: First, if the residential setting does not maintain an interim-program school, the School District will provide the educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement, as and to the extent required by law. This is subject to the parent or guardian and such other school district agreeing to have such other school district provide the educational services. Second, if the residential setting does maintain an interim-program school, the child's educational services will be provided by the interim-program school without the School District's involvement. However, the School District may provide educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement.

All admissions are subject to the condition that admission requirements other than residency be satisfied to the extent required by law and that the School District is legally responsible for or authorized to admit the child or provide educational services to the child.

Restrictions on Transfer or Disenrollment During Certain Investigations

Notwithstanding any other provision of this policy, upon receipt of notice from the Department of Health and Human Services that a student is the subject of a report of child abuse or neglect involving the student's parent or guardian, the District shall not process or facilitate any request by such parent or guardian to transfer or disenroll the student for a period of 14 days following the District's receipt of the notice, or until the District receives further direction from DHHS, whichever occurs first. If the District receives a request to transfer or disenroll the student

during this period by the parent or guardian, the District will promptly notify DHHS.

Legal Reference:	Neb. Rev. Stat. § 79-215 (residency and admission) Neb. Rev. Stat. § 79-215 (children of military or federal employee parent) Neb. Rev. Stat. §§ 79-232 to 79-246 (option enrollment) 42 U.S.C. § 11431 et. seq. (McKinney–Vento Homeless Assistance Act) NDE Rule 9 LB937 (2026)
Date of Adoption:	June 12, 2017
Revision Date:	June 8, 2026

Students

Option Enrollment

A. Process and Timelines to Option In

For a student to attend Wayne Community Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the Wayne Community School District between September 1 and March 15 for enrollment in the following school year (the "application period"), unless otherwise permitted by law.

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district or, if the student attends a different district as an option student, the option district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

Provisions for Waiver of Application Deadline

For any option application received on or after June 1st the School District will only consider those applications for option enrollment for the following school year.

For any option application received after April 1st but before June 1st, the application deadline will not be waived by the School District for applications to option into the Wayne Community School District, except in the following circumstances:

1. Kindergarten: The application deadline will be waived where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.

2. Release Approval: For the foregoing exceptions, the application must contain a release approval from the resident district or, if the student attends a different district as an option student, the student's current option district.

3. Other Conditions: The waiver of the deadline in the above circumstances does not require acceptance of the application, as such applications may be rejected for reasons other than late filing.

4. Capacity: For the foregoing exceptions, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building operated by this School District which have been determined by

   the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason. For any option application for a student that would receive or could be

eligible to receive special education or related services, the Director of Special Education or designee shall conduct a case-by-case analysis to determine if the District has the capacity to provide the student with the appropriate services and accommodations.

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected if the capacity of a program, class, grade level, or school building operated by the School District would be exceeded by accepting the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

   The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected if the application is not filed on or before March 15, and the filing deadline has not been waived. Alternatively, the School District may consider a late-filed option application only for the following school year.

3. Previous Option Enrollment: An option enrollment application shall be rejected if the student has exhausted the number of allowable option enrollments under state law.

4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School District determines: The application is not completely and accurately submitted, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including "previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings" and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Siblings

Notwithstanding anything to the contrary in this policy, the application of a sibling of a student who currently attends the District will be automatically accepted. For purposes of this policy, a "sibling" means a child residing in the same household on a permanent basis who has the same mother or father or who are stepbrother or stepsister to each other. The Superintendent or designee has the discretion to waive the deadline for a sibling's application received after the deadline.

D. Priority of Acceptance

Priority shall be afforded to those applications required to be given priority by law

Filing date determinations are made by the Superintendent, or the Superintendent's designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

E. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix "1" to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

F. Releases for Options Out

A request for release of a resident student or option student currently attending Wayne Community School District who submits an option application after March 15 will be granted, unless the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

G. Notification of Acceptance or Rejection

In the case of an application to option enroll into the School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student, and the resident school district or, if the student is an option student attending a different district, that option district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the Wayne Community School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined solely by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided only in the following circumstances:

1. The Wayne Community School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.

2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.

3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the Wayne Community Schools and the school, programs, policies and procedures available to all interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. Sections 79-232 to 79-246

Date of Adoption: December 9, 2024

Revision Date: June 8, 2026

RESOLUTION

WHEREAS, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications by October 15th for the following school year; and,

WHEREAS, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs for the following school year; and,

WHEREAS, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

NOW, THEREFORE, BE IT RESOLVED that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

BE IT FURTHER RESOLVED that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, member _____ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____.
The following members voted against the same: _____.
The following members were absent or not voting: _____. The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

[NAME] PUBLIC SCHOOLS

By: _____
President

Attest: _____
Secretary

Appendix "1" to Option Enrollment Policy

The following is Appendix "1" to Policy 5006 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has "0" as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten			
First			
Second			
Third			
Fourth			
Fifth			
Building Capacity, Elementary			
Sixth			
Seventh			
Eighth			
Building Capacity, Middle School Attendance Center			
Ninth			
Tenth			
Eleventh			
Twelfth			
Building Capacity, Sr. High School Attendance Center			

* Special education capacity will be determined on a case-by-case basis in accordance with state law and the available resources as determined by the District's Director of Special Education or designee.

** Siblings of current option students are exempt from any capacity limits.

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 District will maintain an accurate record of student attendance.

A. **Attendance and Absences**.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. 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.

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

      (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to 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 (including physical or mental illness), court, death of a family member, or suspension.

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

   b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

      (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 vacations or other events that do not meet the criteria for a School Excused absence.

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

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.

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 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.

4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member 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 Superintendent's designee to be the 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. The school shall render all services in its power to compel such child to attend school

5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least twenty days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to 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 include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:

(a) The physical, mental, or behavioral health of the child.
(b) Educational counseling;
(c) Referral to community agencies for economic services;
(d) Family or individual counseling; and
(e) 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.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person having control of the student 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) unexcused absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

Legal Reference: Neb. Rev. Stat. Sections 79-201 and 79-209

Date of Adoption: December 14, 2020

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Students

Student Discipline

A. 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:

1. 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.
2. Prior to commencement of the short-term suspension, the student will be given oral and 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.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (i) the student's conduct, misconduct or violation of the rule or standard (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student’s continued participation in school.
4. 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. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

5. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

B. 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 is 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 (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation.

C. Expulsion:

1. Meaning of Expulsion: Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. 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: (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

2. 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 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. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

3. 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.

4. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. 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.

5. 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.

6. 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.

7. Returning from Expulsion: At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

8. Exception for Pre-kindergarten through Second Grade Students: Notwithstanding the foregoing, a pre-kindergarten through second grade student shall not be suspended unless the student (1) brings a deadly weapon to school grounds, a school vehicle, or a school activity or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or designee shall implement appropriate alternative disciplinary measures on a case-by-case basis. A student who brings a deadly weapon may be expelled in accordance with this Policy's disciplinary procedures.

9. Religious Freedom: The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

D. Emergency Exclusion: A student may be excluded from school in the following circumstances:

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer that is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee

determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a

long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this sh01ter time period.

E. 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.

Student Conduct Expectation

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.

A. Grounds for Short-Term Suspension, Long-Term Suspension. Expulsion or Mandatorv Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long- term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event. Mandatory reassignment shall be subject to the same procedural requirements and protections as long-term suspension and expulsion.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority;

2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school

employee's designee, or at school-sponsored activities or school-sponsored athletic events;

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten;
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
15. Willfully violating the behavioral expectations for riding school buses or vehicles;

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or

event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) 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; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device. " The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
C. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

B. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

a. Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
b. Shorts, skirts, or skorts that do not reach mid-thigh or longer (we will use Rule of Thumb as a measure device).
c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
e. Head wear including hats, caps, bandannas, and scarves.
f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning. g. Clothing or jewelry that is gang related.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a

particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

Academic Integrity

a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.
Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

b. Definitions: The following definitions provide a guide to the standards of academic integrity:
(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to: (a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken

a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test. (b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the students.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day

a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standard, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion.

Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

2. Cell Phones/Personal Electronic Devices

a. Philosophy and Purpose. The District prohibits students from using their cell phones and other personal electronic devices during the school day. Cell phones and personal electronic devices are disruptive to the educational process. In order to maintain a secure and orderly learning environment, and to promote respect and coml esy regarding the use of cell phone and personal electronic devices, the District hereby establishes the following rules and regulations governing student use of cell phones and personal electronic devices, and procedures to address student misuse of their cell phone and personal electronic devices.

Students are allowed to bring their cell phones and personal electronic devices to school, however all devices must be stored in a student's academic school locker and must be turned off during school hours. The school is not responsible for any lost, stolen, or damaged cell phones and personal electronic devices. Students may not store their devices in their Athletic/Physical Education lockers. Students may not use their devices during the school day (8:00-3:35) unless they have permission from a school administrator During the school day, the only electronic devices that may be used by a student are the school issued electronic devices. In case of an emergency, a student will be allowed to use their phone in the office.

b. Violations. Violations of the cell phone/personal electronic device policy will be dealt with in the following manner:

(1) First violation - The device will be confiscated by the staff member, and given to the principal. The student will be able to pick-up their device after school, after a conference with the principal.

(2) Second violation - The device will be confiscated by the staff member and given to the principal. On the second offense, a parent will be contacted and the parent will be required to pick-up the device from the principal.

(3) Third violation - The device will be confiscated by the staff member and given to the principal. The student will serve a one day In School Suspension (ISS), and the parent will be required to pick-up the device from the principal. The device will remain in

the principal's office until the parent picks up the device from school (even if the parent cannot come to school that day).

Further violations of this policy, and/or an unwillingness to tum in the device when requested by a staff member will be considered insubordination, and will be dealt with accordingly per handbook policy that could lead up to a short- or long-term suspension or expulsion.

Coaches and sponsors may develop their own expectations in addition to these rules for team activities, such as bus trips, practices, camps, and so forth.

Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

3. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

4. Penalties for Prohibited Use of Electronic Devices. Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school

activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

a. Students found in possession of a "sexting" message shall be subject to one (1) day suspension from school.
b. Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

5. Reporting to Law Enforcement. Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

6. Harassment and Bullying Policy: One of the missions of Wayne Community Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

"Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited.

Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

7. Initiations. Hazing. Secret Clubs and Outside Organizations

a. Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

b, Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

c. Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

d. Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside

of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

8. 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:

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

9. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
   a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
   b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
   c. Students are expected to bring all books and necessary materials to class. This includes study halls.
   d. Assignments for all classes are due as assigned by the teacher.
   e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
   f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
   g. Students are to be in their seats and ready for class on the tardy bell.
   h. Special classes such as Industrial Technology, Alt, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.

i. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.

j. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.

k. Snow handling is prohibited.

10. Network, E-Mail, Internet and Other Computer Use Rules:

a. General Rules:

(1) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.

(2) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

(3) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.

(4) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(5) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

b. Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The superintendent, or the superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators. "

(1) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.

(2) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).

(3) Users shall not use or try to discover another user's account or password.

(4) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

(5) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(6) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

(7) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(8) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

(9) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other

disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

(10) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(11) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

c. Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

(1) Be polite. Do not become abusive in your messages to others.

(2) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.

(3) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.

(4) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.

(5) All communications and information accessible via the network should be assumed to be private property of others.

(6) Do not place unlawful information on any network system.

(7) Keep paragraphs and messages short and to the point. Focus on one subject per message.

(8) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

(9) Other rules may be established by the network administrators or teachers from time to time.

d. Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating

the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

e. Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

11. Risks of Social Networking:

The purpose of this message is to give our students information about the risks of using social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you post on a social network may affect you years later.

What you post on social networks may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social network sites.

Here are some common-sense guidelines that you should follow when using social networks and the Internet in general:

Don't forget that your profile on social network forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, 1M screens name, or specific whereabouts). Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.

*People aren't always who they say they are. Be careful about adding

strangers to your friends list. Avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.

*Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to the authorities.

*Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!

*Don't mislead people into thinking that you're older or younger.

We urge all students to follow these common-sense guidelines.

Reporting Student Law Violations:

A. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

B. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is

reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Section 79-254 to 79-296 Neb. Rev. Stat. Section 79-2, 160

Date of Adoption: July 10, 2023

Revision Date: June 8, 2026

Internal Board Policies - Organization

Annual Organizational Meeting

A. An organizational meeting of the Wayne Community School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President and Vice President, and those elected will assume office at the organizational meeting. With legal counsel acting as chair, nominations for the office of president will be made by written ballot. Voting will be by written ballot on all members nominated and repeated until a plurality is achieved.

2. Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If the tie is not broken after five ballots, the Chair will determine the winner by the flip of a coin, followed by a vote ratifying such selection. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

3. The President shall assume the chair immediately upon the President's election.

4. The motions for the officer elections should read: Move that _____ be elected as _____(name of office) to serve a term of one year, or until the person's successor is elected and qualified.

B. The order of business for meeting shall be as follows:

1. Call to Order and Roll Call

2. Oath of office for most recently elected

3. Elections
    a. President
    b. Vice President

4. Approval of committees, positions, and designations
    a. Consider, discuss and take action to appoint Secretary to the Board of Education
    b. Consider, discuss and take action to appoint Business Manager/Treasurer to the Board of Education
    c. Consider, discuss and take action to select Legal counsel
    d. Consider, discuss and take action to elect Committees as determined by the Board of Education
    e. Consider, discuss and take action to select Depository bank(s)
    f. Designate the method of advance notice of Board meetings

5. Approval of current Board policies and regulations

6. Designate date for the annual review of Board of Education policies

7. Dissemination to each Board member of conflict of interest statutes

The remainder of the meeting will follow the Order of Business for regular meetings.

Date of Adoption: August 14, 2017

Date of Revision: June 8, 2026

RESOLUTION

RESOLVED, that the official depository of school funds for this School District is hereby designated to be _____, and that the designation of any other institution as the depository of school funds is hereby withdrawn.

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, and member _____ seconded the same. After discussion and roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____
_____.
The following members voted against the same: _____
_____.
The following members were absent or not voting: _____
_____.

The above Resolution, having been consented to and approved by more than a majority of the members of the School Board of this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

Wayne Community Schools

BY: _____
President

Attest:

_____
Secretary

Legal Reference: Neb. Rev. Stat. §§ 77-2350 and 77-2350.01

Date of Adoption: August 14, 2017

Date of Revision: June 8, 2026

Students

Graduation

To participate in commencement exercises or receive a Wayne Community Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions, except as otherwise required by state law. Students who graduate from Wayne Community Schools must accumulate 225 hours. The total graduation requirements must include the following core curriculum:

Language Arts	40	credit hours
Science	30	credit hours
Mathematics	30	credit hours
Social Studies	30	credit hours
Physical Education	10	credit hours
Fine Arts	10	credit hours
Computer Science & Technology	5	credit hours
Personal Finance	5	credit hours
Total Hours Required	160	credit hours
Total Elective Hours	65	credit hours

Graduation requirements for special education students, HAL, and students on 504 plans will be in accordance with the prescribed course of study in their plan.

Each student's IEP will include a statement of the projected date of graduation at least 12 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (1) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good cause exists not to require the student to complete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Notwithstanding any other provision of this policy, a student who is or was under the jurisdiction of a juvenile court and placed in out-of-home care at any time during the student's high school enrollment shall be eligible to graduate from the District if (1) the student, at any point in time, was enrolled in high school in the District, and (2) the student has met the minimum graduation requirements established by state law.

Legal Reference: Neb. Rev. Stat. § 79-729
Neb. Rev. Stat. Sec. 79-3003
NDE Rule 10

Date of Adoption: March 8, 2021

Date of Revision: June 8, 2026

Internal Board Policies - Methods of Operation

Designated Method of Giving Notice of Meetings

The Board of Education will give advance notice of meetings by a method designated by the Board at the Board's organizational meeting each January, or as otherwise determined by the Board. The designated method will be recorded in the Board's meeting minutes.

In addition, at least four times per calendar year, the Board will publish in a newspaper of general circulation the following information: (1) the regular meeting schedule, (2) the location of regular board meetings, and (3) the method of advanced notice designated by the Board. Notwithstanding the foregoing, the Board reserves the right to change the regular meeting schedule or location if circumstances require such a change.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 & 84-1411.

Date of Adoption: October 12, 2020

Date of Revision: June 8, 2026

Wayne Community Schools

Early Learning Center

Student-Parent Handbook

Learning for Life, Every Student, Every Day



2026-2027

Wayne Early Learning Center
903 West 7th St.
Wayne, NE 68787
402-833-1450

Principal
Courtney Maas

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Foreword
Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Wayne Community Schools and Wayne Early Learning Center. Every family is responsible for becoming familiar with the handbook and discussing the expectations and information with their child. Parents are encouraged to use this handbook as a resource and to assist their child in following the expectations contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statues and regulations.

Wayne
Board of Education

President
- Jaime Manz — jamanz1@waynebluedevils.org

Vice President
- Justin Davis — judavis1@waynebluedevils.org

Recording Secretary
- Deb Daum — dedaum1@waynebluedevils.org

Board Treasurer
- Darian Stoltenberg — dastolt1@waynebluedevils.org

Member
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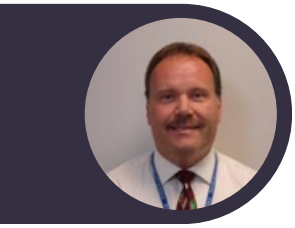
Member
- Lynn Junck — lyjunck1@waynebluedevils.org

Member
- Brent Pick — brpick1@waynebluedevils.org

Member
- Sylvia Ruhl — syruhl1@waynebluedevils.org

Board Members may be contacted by calling the Wayne District Office at (402) 375-3150.

Wayne
Administrative Team



Mark Lenihan - Superintendent
malenih1@wayneblueddevils.org
Dr. Lenihan serves as the Superintendent of Wayne Community Schools, leading with a vision of excellence, innovation, and student-centered growth. His commitment to fostering a supportive and forward-focused learning environment inspires success for all students.



Misty Beair - Student Services Director
mibeair1@wayneblueddevils.org
Mrs. Beair serves as the Director of Early Learning and Student Services for Wayne Community Schools, committed to creating supportive, inclusive, and future-focused opportunities for all students to thrive.



Courtney Maas - Preschool-2nd Grade Principal
comaas1@wayneblueddevils.org
Mrs. Maas serves as the PreK–2nd Grade Principal at Wayne Community Schools, leading primary learners with a focus on joyful growth, strong foundations, and meaningful family partnerships that support each child's success.



Andi Diediker - 3rd-6th Grade Principal
andiedi1@wayneblueddevils.org
Mr. Diediker is the 3rd–6th Grade Principal at Wayne Community Schools, dedicated to empowering students through a positive, challenging, and future-ready learning environment.



Russ Plager - High School Principal
ruplage1@wayneblueddevils.org
Mr. Plager is the High School Principal at Wayne Community Schools, committed to preparing students for their future through academic excellence, leadership development, and strong school-community connections.



Dave Wragge - 7th-8th Principal & Athletic Director
dawragg1@wayneblueddevils.org
Mr. Wragge serves as the Athletic Director and Junior High Principal at Wayne Community Schools, fostering student growth through leadership, teamwork, and a commitment to well-rounded educational and extracurricular experiences.



Welcome **Message**

Parents and Guardians,
Welcome to Wayne Early Learning Center, home of the Blue Devils! We look forward to having you join our school community during the upcoming school year.
Wayne Early Learning Center is located in Wayne, NE. We serve approximately 250 students, Preschool through second grade. Wayne Early Learning Center has 3 or 4 sections at each grade level. In addition to classroom instruction, teachers provide students with education in the content areas of Media, Art, Music, CIC (Counselor In the Classroom), and Physical Education. Wayne ELC is a school-wide Title 1 school.
Here at Wayne Early Center we have implemented PBIS (Positive Behavioral Interventions and Supports). We are an NEMTSS PBIS school that implements proactive behavior strategies and teaches appropriate student behavior to create a positive learning environment.
This handbook contains policies and procedures adopted by the Wayne Community School Board. The ELC follows these policies and procedures in order to create a positive school culture where all students feel welcome and can learn.
At Wayne Early Learning Center, we believe in order to have positive outcomes for anything, there needs to be a team approach with all stakeholders. We will respect, support each other, and be fully invested in doing what is best for our students. We expect open communication and collaboration for all to feel informed and connected to the learning of our students. This team effort helps create positive student outcomes, which strengthens the community as a whole. Working together will provide a wonderful school year!
We look forward to working with you! You are encouraged to get involved in our school community by attending our school events. A great way to get involved is by joining our WEB (Wayne Elementary Boosters) group.
If you have any questions please feel free to call or email me.

Go Blue Devils!

Courtney Maas
Principal, Wayne Early Learning Center
comaas1@waynebluedevils.org
(402) 833-1450

ELC
Teaching Staff

Preschool
- Gwen Frideres
- Kelly Ptacek

Kindergarten
- Tanya Heikes
- Savannah Leseberg
- Lisa Meyer
- Emily Rockhill

1st Grade
- Jessica Loberg
- Audrey Loberg
- Candace Petersen
- Jennifer Thomas

2nd Grade
- Mike Jaixen
- Jodi Lutt
- Cheryl Suehl

English Language Teacher
- Caitlin Smith

Title 1
- Ashley Hoffman

Art
- Ryan Surber

Counselor in the Classroom (CIC)
- Kecia Schenk

Media
- Sarah Oltjenbruns

Music
- Alana Posvar

PE
- Rylee Shaw

Special Education
- Brooke Henderson
- Carlie Anderson

ELC
Support Staff

Administrative Assistant
- Brenna Anderson

Student Services Director
- Misty Beair

Student Services Administrative Assistant
- Paula Gemelke

School Nurse
- Abby Wragge

Director of Maintenance
- Jordan Widner

Food Services Manager
- Theresa Tiedtke

Technology
- Ben Promes
- Carter Hasemann

Grounds
- Kurt Daum
- Dennis Raulston

School Psychologist
- Rachel Kerby

Assistant School Psychologist
- Carrie Roerig

Speech Pathologist
- Kara Heithold

Heartland Therapy
- Lora Heithold

School Calendar

School Calendar

The Early Learning Center will follow the Wayne Community Schools District calendar.

Mission and Goals

Article 1

Vision

Learning for Life, Every Student, Every Day.

Mission

Wayne Community Schools is committed to the success of all students and the development of lifelong learners.

Value Statements

Wayne Community Schools values...

W - Working in Partnerships

C - Committing/Commitment to Excellence

S - Success in Life

Expectations

- Be Responsible
- Be Prepared
- Be Safe

Mission and Goals

Character Traits

1. Respect
2. Responsibility
3. Honesty/Trust
4. Caring/Fairness
5. Perseverance
6. Self-Discipline
7. Courage
8. Citizenship

Mutual Respect

The Wayne Community Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Mission and Goals

The goals and objectives of the Wayne Community Schools are to provide:

- A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
- An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
- Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
- A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
- Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school’s efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.

Mission and Goals

- Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.
- A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
- A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
- School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
- A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and ensure accountability to the local community.
- An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
- A welcoming environment for parents and the community.

Mission and Goals

Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. **Complaint Procedure**

   Step 1 Schedule a conference with the staff person most immediately or directly involved in the matter.

   Step 2 Address the concern to the Principal if the matter is not resolved at Step 1.

   Step 3 Address the concern to the Superintendent if the matter is not resolved at Step 2.

   Step 4 Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. **Conditions Applicable to All Levels of Complaint Procedure**

   All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Mission and Goals

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 plans.
- 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.

Mission and Goals

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.

Article 2

School Day

Preschool Schedule

Mrs. Frideres

3-Day 4 Year Olds
Mon: 8:00-3:00
Wed: 8:00-2:00
Fri: 8:00-12:30

2-Day 3 Year Olds
Tue: 8:00-3:00
Thr: 8:00-3:00

Mrs. Ptacek

5-Day 4 Year Olds
Mon: 8:00-3:00
Tue: 8:00-3:00
Wed: 8:00-2:00
Thr: 8:00-3:00
Fri: 8:00-12:30

Kindergarten-2nd Grade Schedule

Kindergarten through 2nd Graders will begin school at 8:00 AM and dismiss at 3:10 PM on Mondays, Tuesdays, Thursdays, and Fridays.
Wednesdays are a district-wide 2:00 dismissal designated for professional development.

Early Learning Center Building Hours

The Early Learning Center doors will be open Monday-Friday from 7:30 AM - 4:30 PM. Staff may be at the center earlier preparing for daily activities. However, children are not allowed to be left at the ELC until doors are unlocked at 7:30 AM, when supervision is available. All doors are locked at 8:00 AM for the safety of your children. Visitors will be buzzed in and will need to check in with the office.

2:00 Dismissal Days

The office is open from 7:30am to 4:30 pm, Mondays-Thursdays and 7:30-4:00 pm on Fridays. Supervision will be available starting at 7:30 am. Students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity.

School Day

Inclement Weather

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools 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 Blackboard connect phone messages will also be sent when necessary.

After School Starts Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. Parents should have a plan in place to accommodate these circumstances.

Parental Decisions Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do Parents should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning. Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

School Day

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building administrative assistants be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Arrival at School/Dismissal From School

Students should not enter the building before 7:30 a.m. unless appointments have been made with teachers or administrators. Prior to this time, the school is not responsible for supervision of the students. Students are permitted in the building evenings or weekends only if directly supervised by a teacher or administrator. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at 3:10 p.m. unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. The school is not responsible for supervision of students once the students are to have left school grounds.

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

School Day

K-2nd Grade Drop-off

The lower lot closest to the ELC is designated for students being dropped off by car. Cars need to pull all the way forward before stopping to have your child/children exit the vehicle. Please do not stop over the crosswalk. This is a one way lot. Please exit to the south and follow the one-way road.
The top lot is where buses drop off in the morning. Students are directed to go to the crosswalk and down to the lower lot to cross on the crosswalk.

Kindergarten-2nd Grade students are highly encouraged to enter school independently. The students walk in the main entrance of the building. If students arrive before 7:55 they will go directly to the gym where they are picked up by their classroom teacher. Breakfast is served from 7:30-7:50. If they arrive after 7:50 and need to eat breakfast, they will be given a grab-n-go breakfast and eat in their classroom.

Preschool Drop-Off

Preschool parents will park in the top lot on the far Southwest side. Parents will walk their child into the building using the SOUTH door until we establish independence. A staff member will greet you at the door.

After School Traffic Flow

Kindergarten-2nd Grade students who are in Kids Club or who have older siblings to meet at the Elementary will ride the bus from the ELC to the Elementary. They are dismissed at 2:58, go to the gym to check in and then to get on the bus at 3:05. The bus takes them to the Elementary where they go to the cafeteria to check in and to meet Kids Club or older siblings.
Teachers bring their classes outside to their designated spots for car pickup between 3:05-3:10.

- Kindergarten classes wait on the Southwest sidewalk of the bottom lot.
- 1st grade classes wait on the Northwest sidewalk of the bottom lot.
- 2nd grade waits up above between the top lot and the bottom lot near the steps for car pickup.
- **Siblings or people who are carpooling go to the youngest child's meeting spot to wait together and watch for their car.**

All other bus riders are dismissed at 3:10 and go to the gym where they check in and wait for the buses to arrive at 3:25.

School Day

Bus Information

Kindergarten-2nd Grade students are allowed to ride the bus. One bus picks students up at the ELC to ride to the Elementary. The buses then pick elementary bus riders up at 3:15 and head to the Early Learning Center to pick up bus riders from the ELC. From the ELC the buses will go to the Junior High/High School to pick up bus riders.
If your child needs to ride the first bus from the ELC to the Elementary for Kids Club or to meet siblings or a parent, you must fill out bus paperwork at the District Office. For more information, call (402) 833-1450.

Signing a Child In & Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after the start of the day or leaving prior to the end of the day. The parent or guardian must report to the main office for this purpose (note or phone call). The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated on the student information form. If a request by a parent is made for a student to be picked up by an adult that is not on the student information form they must come to the office and show a photo ID before the student is released.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

School Day

Supervision at Dismissal

Parents or guardians of children in grades K to 6, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

Students are expected to leave school within 10 minutes of the end of the day, unless they are participating in an extra-curricular activity, or under direct supervision of a teacher or administrator.

Changes in Schedules

If there is a change in your child's schedule, please notify the school by calling the Early Learning Center office. They will notify your child and/or teacher of any changes. Please do not e-mail your child's teacher in case there is a substitute teacher or your child's teacher is unable to check their e-mail.

If there is a permanent change in your child's transportation schedule, please notify the Early Learning Center office and your child/children's teacher(s). Your child's written dismissal plan will be followed unless the school/teacher is notified via phone call or written note from the parent.

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. Teachers may not have time to check emails or phone messages until students have left for the day, so call the office if the message is needed promptly. 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.)

School Day

Recess Breaks

Students at Wayne Early Learning Center will have the following amount of supervised recess on an ordinary day of school. Adjustments will be made based on changes of schedules. Recess will be outside unless the weather does not permit us to go outside. Indoor recess will be in the gym or in the classrooms.

Preschool

1, 30-minute recess

Kindergarten-2nd Grades

3, 15-minute recesses

Recess Clothing Guidelines

Living in Nebraska requires adaptability to frequent weather changes. We will go outside for recess every day that we can. Should there be rain, wind, or snow, we watch the radar and thermometer and if there is no precipitation we will go outside. We care about your child's health but also know that outdoor activity is crucial to a healthy lifestyle. Watch/Listen to local weather reports and help your child dress according to our guidelines below or also be prepared for delays and cancellations. The teachers will all use Real Feel AccuWeather to determine what the temperature is for each recess. If a student is not appropriately dressed, they will not be allowed to go outside for recess. Please understand that temperatures change throughout the day and they may not need a jacket or coat for one recess but they will the next. We suggest to have your child keep a jacket in their locker at school. They will not be allowed to use items from the Lost & Found.

Wind Chill and Temperatures

The decision for what students can wear will be decided before each recess. It is not decided based upon the forecasted high temperature for the day.

55 degrees and up

Clothing Guidelines: Regular dress code applies

40-54 degrees

Clothing Guidelines: Pants and jacket or hooded sweatshirt

0-39 degrees

Clothing Guidelines: Winter coat required (Hats & gloves recommended)

0 degrees and below

Clothing Guidelines: No outdoor recess but please continue to wear appropriate clothing in case of an emergency or emergency drill

School Day

Playground Temperatures

With extreme or prolonged heat, the playground equipment and mat are reach unsafe temperatures. With many of our students in shorts, skirts, or crawling on the equipment, these temperatures pose a serious risk. For student safety, students will have recess indoors or outside in grassy areas when equipment or surface temperatures are too high. We will check temperatures throughout the day and adjust plans as needed. Indoor recess will be spread across classrooms, Idea areas, and part of the gym (when available). We will follow the National Institute of Standards and Technology temperature guidelines:

- 118°: First-degree burn
- 131°: Second-degree burn with blistering
- 140°: Burned tissue becomes numb and more susceptible to burning
- 162°: Skin tissue is instantly destroyed

Playing in the Snow

- If a student has snow gear (boots, snow pants, coat, and gloves) they will be able to play in the snow.
- If a student has boots and snow pants, they can walk on the snow but not play in the snow.
- If a student does not have snow boots and snow pants they will be allowed to play on the areas that are cleared of snow.

School Day

School Meals

Both breakfast and lunch are available for students each day. We begin serving breakfast at 7:30 a.m. If your child arrives between 7:30 a.m. and 7:50 a.m., they will receive a hot breakfast. If your child arrives after 7:50 a.m., they will receive a grab ‘n go breakfast, so they are not tardy to class. Please make sure to call the school prior to 8:30 a.m. in order to get a correct lunch count if you plan on eating with your child.
Meal prices are set annually before the school year begins. Meal prices will be posted in the school newsletter, on the monthly menu, on the school website, and in The Wayne Herald newspaper. Milk may be purchased separately to drink with a sack lunch. Food or drinks from outside school 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.
“Under Federal law, 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.” Families will be sent a statement by mail (every Wednesday) when their balance reaches negative $10 or more. A call from the school office will be made when an account reaches negative $25.00.
Families using the meal program may access their account information online. You can check your account balance at any time, and view two weeks worth of meal 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 www.wayneschools.org, press the District button on the left side and then press Lunch Account Information. This will take you to WordWare to check your account balance and make payments online.

School Day

Birthdays

Birthdays are celebrated in homerooms through a variety of activities. 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.

Assemblies

School-wide assemblies will be held as needed to recognize student success, provide students with experiences, and to promote school-wide programs.

Nuisance Items

Nuisance items such as fidget spinners, pop-its, trading cards, and all other toys should not be brought to school unless the student gains special permission. This is done to reduce distractions.

Change of Information

Should any student move to a new place of residence, the parent must notify the Early Learning Center's office as soon as possible of address, phone number, or job changes. This is to ensure you receive proper school communication and information, as well as have correct contact information in case of emergency.

Emergency Drills

Tornado 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.

Emergency Protocol

Article 3

In Case of Emergency: General Information

Wayne Community Schools takes emergency preparedness very seriously and has plans in place to keep students safe in any situation. Staff are fully trained in emergency procedures, and students practice safety drills throughout the year so they know what to do.

In the event of an emergency during the school day, student safety is always the top priority. Staff will remain with and care for students until they can be safely reunited with their families. In rare, serious situations, school leaders may decide to dismiss or relocate students to ensure their safety.

Families play an important role during emergencies. Parents and guardians are asked to follow directions from school staff, remain calm, and be patient so procedures can be carried out safely and efficiently for all students.

In Case of Emergency:

Please DO NOT call the school!

Listen to local radio and check social media for information:

- KTCH
- FaceBook: https://facebook.com/waynecommunityschools

To Prepare for an Emergency:

- It is critical that parents/guardians keep the information for emergency contacts at the school office up-to-date.
- Parents/Guardians should confirm that the school has the current cell phone or other phone numbers to be used in case of an emergency.

Student Release:

Certain situations may involve releasing students from school or relocating them to an alternate site. Such actions are authorized by the superintendent or principals only in times of extreme emergency.

Guidance for Parents:

- Remain calm!
- Please DO NOT CALL THE SCHOOL!
- If telephone lines are operational, each school will notify parents/guardians, at the telephone number provided on the Emergency Form.
- DO NOT automatically rush to the school.

Emergency Protocol

Guidance for Parents Involving Child Pick-up:

- Parents/guardians will be notified when and where their child may be picked up.
- Please DO NOT park in the parking lots or directly around the schools. These areas are reserved for emergency vehicle parking.
- Students will be released to parents/guardians ONLY – **Photo ID is required.**
- Students will be out of sight to parents/guardians. Staff will bring your child to you. Please be respectful of this rule.
- Plan on picking up your youngest student first.
- Plan on the check-out procedure taking time – **We appreciate your PATIENCE**!

Thank you for your cooperation in this!

Use of Building and Grounds

Article 4

Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District’s policy.

Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item. The lost book replacement fee will be the cost of the same book.

School-issued items that are lost, stolen, or damaged — including those stored in lockers — remain the responsibility of the student to whom they were issued. Please note that lockers do not lock; therefore, students are strongly encouraged to take reasonable precautions and avoid leaving valuable items unattended.

Lockers

All PreK-2 students will be assigned a locker. Students are expected to keep cold lunches, coats/jackets, and belongings in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.
Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a principal sees or learns of an image or message that may cause a disruption, the principal will ask the student to remove the image or message from the locker. If the student refuses, then the principal will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

Use of Building and Grounds

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules apply to searches of students & of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime of a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
3. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.

Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Use of Building and Grounds

Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Use of Telephone

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. There is a courtesy phone available for student use in the office. Use of the phone is not an excuse to be tardy to class. Students may not use cell phones during the school day.

Bicycles and Scooters

Bicycles and scooters must be parked to the side of the main entrance. The school is not responsible for damage or theft of parts while bicycles and scooters are on school property.

Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Periodically throughout the year, all lost and found items will be donated.

Use of Building and Grounds

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the principal.

Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office.

Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Approved posters will be hung by office personnel. Posters will be removed within 48 hours after the event.
Upon request, a professional employees' organization, as defined by state law, shall be granted reasonable access to the physical or electronic mailboxes of certificated employees for purposes consistent with state law and Board Policy. The Superintendent or designee may establish reasonable, content-neutral procedures governing the time, place, and manner of such access to ensure that school business is not disrupted and that the District maintains employee privacy. A professional employees' organization shall also be permitted to provide information to certificated employees, including at employee meetings or orientation sessions, subject to reasonable administrative scheduling and oversight.

Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing coursework, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright.

Use of Building and Grounds

Copyright and Fair Use Policy cont.

The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Behavioral Points of Contact

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain more information about these resources, parents and/or students should contact their building principal. This information, as well as the District’s behavioral points of contact, are also listed on the District’s website.

Grounds and Parking

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.

Traffic will flow one way to the south. Do not stop on cross-walks. Please drive with extreme care and caution.

To ensure a safe and smooth arrival and dismissal process, please note the following parking guidelines:

- Preschool Drop-Off & Pick-Up: The designated parking spots for preschool families are located in the southwest corner of the upper lot.
- Visitor Parking: After preschool drop-off and pick-up windows have ended, these designated spots become visitor parking during the regular school day.
- Additional Parking: If visitor parking is full, additional parking is available in the upper lot or the gravel lot on the South side of the 1-way road heading East.

Thank you for helping us keep arrival, dismissal, and the school day running safely and efficiently for all students and staff!

Attendance

Article 5

Attendance Policy & 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 District will maintain an accurate record of student attendance.

Attendance & Absences

Circumstances of Absences - Definitions

1. The circumstances for all absences from school will be identified as School Excused or School Unexcused. 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.
    a. **School Excused:** Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
        i. Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to 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 (including physical or mental illness), court, death of a family member, or suspension.
        ii. Other absences as determined by the principal or the principal's designee.
    b. **School Unexcused:** Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
        i. 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 vacations or other events that do not meet the criteria for a School Excused absence.
        ii. Other absences are those in which the parent has not communicated a reason for the student's absence.
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.

Attendance

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 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.
4. **Reporting and Responding to Excessive Absenteeism:** Any District staff member or board member 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 Superintendent's designee to be the 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. The school shall render all services in its power to compel such child to attend school.
5. **Excessive Absenteeism:** Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences of at least fifteen days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to 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 include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance.

Attendance

The plan shall also consider, but not be limited to:
(a) The physical, mental, or behavioral health of the child.
(b) Educational counseling;
(c) Referral to community agencies for economic services;
(d) Family or individual counseling; and
(e) 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.

6. **Reporting Excessive Absenteeism to the County Attorney:** The school may report to the county attorney of the county in which the person having control of the student 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) unexcused absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. ~~Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.~~ Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

Tardy to School

Students will be considered tardy to school if they are not seated in their classroom when the 1st bell rings.

Leaving School or Class

Students who 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 are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Please call the office informing them of the reason your child will not be in attendance. (402-833-1450). Police may be contacted to do a wellness check if there has been no communication. A student will not be allowed to enter class after a same day absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office.

Attendance

Make-up Work

When a student is absent, they may be given work to complete at home for each day missed. This helps them stay caught up with what the class is learning. Teachers will decide how much time the student has to finish the work.
Parents or guardians should contact the teacher to ask about make-up work. For longer absences, an assignment sheet may be prepared. These materials can be picked up in the office after 3:30 p.m., or earlier if arranged by a parent.
If the make-up work is not completed, the student may not receive credit for those assignments.

Attendance is Required to Participate in Activities

Full-time students must attend school all day the day of any scheduled school activity in order to participate in the activity. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A “school activity” includes athletic contests, clubs, concerts, and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of truancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior: Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent’s personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes 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 remediate the child's truant behavior.

Truancy cont.

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:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. 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.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the 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 truancy problem.

Reporting Habitual Truancy: Students who accumulate fifteen (15) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such a person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Scholastic Achievement

Article 6

Promotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the students parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Legal Reference: Neb. Rev. Stat. Sec. 79-526 & 79-2,161

Date of Adoption: June 9, 2025

Report Cards

Preschool and Kindergarten will receive TS Gold report cards 3 times a year. 1st & 2nd Grade report cards are issued at the end of each quarter.

Parent-Teacher Conferences

Parent-teacher conferences will be held two times a year. There will also be a parent night. 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 the teachers.

Support Services

Article 7

Special Education Services

What does Special Education Mean?
Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit
A student verified as having autism, emotional disturbance, deaf-blindness, developmental delay, hearing impairments, intellectual disability, multiple impairments, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?
Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Child Find
The Board of Education, at Wayne Community Schools, District 17 wishes to reaffirm its position that all children ages 0-21 in the Wayne Community School District, regardless of their handicapping condition, are entitled to a Free Appropriate Public Education and an equal opportunity for education according to the individual's needs.
The Board assumes the responsibility to assure that handicapped children are identified, evaluated and verified, and are provided or contracted for program services for all resident handicapped children who benefit from such programs. If you have a child or know of a child which may require special education please contact Misty Beair, Special Director, at (402) 833-1450.

Support Services

Special Education Services

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Special Education Director. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: http://www.nde.state.ne.us/SPED/sped.html.

Students with Disabilities: Section 504

Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. "Section 504 is a federal anti-discrimination law that prohibits school districts from discriminating against students with disabilities. A student may be identified with a disability under Section 504 if the student has a physical or mental impairment that substantially limits one or more major life activities, included but not limited to learning. The school district has specific responsibilities under Section 504, including the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If you believe your child may qualify for services under Section 504 please contact your building principal."

Support Services

School Counseling Services

Wayne Community Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100 degrees F., vomiting, diarrhea, unexplained rashes, pink eye, or determination by school nurse that the child's condition prevents meaningful participation in educational programs, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. The student must be fever free without medication for 24 hours before returning to school. They must also stay out of school 24 hours from the last episode of vomiting or diarrhea.

Guidelines for Administering Medication

Whenever possible, your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self managing his or her health condition, contact the health office to develop a self-management plan. Any new medication must first be given at home to monitor for adverse side effects

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to no more than a 30 day supply.

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. Students may carry some types of medications if pre-approved by their physician and school officials. Other medicines should be kept in the nurse's or building office.
2. Medication must be brought to school in the original container appropriately labeled by the pharmacy or physician.

Support Services

Guidelines for Administering Medication cont.

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 for occasional use.
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.

School Health Screening

Children in Preschool and grades kindergarten through fourth, as well as Sophomores are screened for vision, hearing, dental defects, height and weight. Students may also be screened if a health concern has been identified. Parents who do not wish their child to participate in the school screenings program must communicate this in writing to the school health office at the start of the school year. Nebraska statutes require school-age screening and in order for parents to remove their children from the program they must submit findings from an alternate medical provider to the school by December 1 of that year.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

Support Services

Summary of the School Immunization Rules & Regulations

For the 2025-2026 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7th grade	Must be current with the above vaccinationsAND receive1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: http://dhhs.ne.gov/Pages/reg_t173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
Updated 01/26/2018

Support Services

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.
Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.
If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents would include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts.
The Academy of Pediatrics no longer considers head lice as a health issue or a reason to exclude children from school.
1. If live head lice are discovered on a child the parent will be called and informed. The school then assumes that the parent will treat the child that day after.
2. Written treatment information and instructions will be made available to parents upon request. (including how to check for head lice*.)
3. A child who has been identified with live lice will be able to return to school after treatment.
4. Families are encouraged to report head lice to the school health office.
*Nit removal will be emphasized for effective management of the condition. For more information, call the nurse at your child's school.

Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

Support Services

Behavior on School Buses

1. **General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.
2. **Special Conduct Rules for Riding School Buses**
    a. Rules for Getting On and Off the Bus
        i. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
        ii. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
        iii. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
        iv. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
    b. Rules on the Bus
        i. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
        ii. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
        iii. Talk quietly and use appropriate language.
        iv. Keep all parts of your body inside the bus.
        v. Keep your arms, legs and belongings to yourself.
        vi. No fighting, harassment, bullying, intimidation or horseplay.
        vii. Do not throw any object.
        viii. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
        ix. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
        x. Do not damage the school bus.
3. **Getting the Driver's Assistance**: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.
4. **Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures up to the discretion of the principal.

Drugs, Alcohol, and Tobacco

Article 8

Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the federal Safe and 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. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Education and Prevention

Drug and Alcohol Use and Prevention

Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Standards of Student Conduct Pertaining to Drugs, Alcohol, & Tobacco

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

Drugs, Alcohol, and Tobacco cont.

Standards of Student Conduct Pertaining to Drugs, Alcohol, & Tobacco cont.

1. Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco
2. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
3. Possession of any prescription drug in an unlawful fashion.
4. Possession, use, distribution or being under the influence of alcohol.
5. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
6. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
7. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Student Conduct Rules

Article 9

Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

Student Discipline

A. Development of Uniform Discipline System

It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. 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, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (i) the student's conduct, misconduct, or violation of the rule or standard ~~and;~~ (ii) the reasons for the action taken (iii) the actions taken by the school to attempt to address or alleviate the

Student Discipline cont.

behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

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. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

e. A student who is 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 then twenty school days. A student who is 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.~~ The notice will include a description of (i) the students conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

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.~~

Student Discipline cont.

The notice will include a description of: (i) the students conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

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 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. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

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 offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. 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 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

Student Discipline cont.

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.

g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, ~~no~~a pre-kindergarten through second grade student ~~may~~shall not be suspended ~~from school~~, unless the student (1) brings a deadly weapon ~~on~~to school grounds, ~~in~~ a school vehicle, or ~~to~~ a school activity~~. Instead~~, or (2) engages in violent behavior capable of causing physical harm to another student or school employee. In all other circumstances, the Principal or ~~Principal's~~ designee ~~may~~ shall implement appropriate alternative disciplinary measures on a case-by-case basis ~~if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student~~. A student who brings a deadly weapon ~~on school grounds, in a school vehicle, or to a school activity, then the student~~ may be expelled in accordance with this Policy's disciplinary procedures.

i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Student Discipline cont.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. 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.

B. Student Conduct Expectations

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event. Mandatory reassignment shall be subject to the same procedural requirements and protections as long-term suspension and expulsion.

Student Discipline cont.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.

Student Discipline cont.

9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Willfully violating the behavioral expectations for riding school buses or vehicles.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Student Discipline cont.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) 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; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

Student Discipline cont.

a. Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
d. Head wear including hats, caps, bandannas, and scarves.
e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
f. Clothing or jewelry that is gang related.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

2. Academic Integrity.

a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as

Student Discipline cont.

possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperatewith someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

Student Discipline cont.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

Student Discipline cont.

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) **Academic Sanction**.

The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) **Report to Parents and Administration.**

The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) **Student Discipline Sanctions.**

Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

Student Discipline cont.

E. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school Board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296
Neb. Rev. Stat. Section 79-2,160

Student Discipline cont.

3. Cell Phones/Personal Electronic Devices

Philosophy and Purpose. The District prohibits students from using their cell phones and other personal electronic devices during the school day. Cell phones and personal electronic devices are disruptive to the educational process. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of cell phone and personal electronic devices, the District hereby establishes the following rules and regulations governing student use of cell phones and personal electronic devices, and procedures to address student misuse of their cell phone and personal electronic devices.

Students are allowed to bring their cell phones and personal electronic devices to school, however all devices must be stored in a student's academic school locker and must be turned off during school hours. The school is not responsible for any lost, stolen, or damaged cell phones and personal electronic devices. Students may not store their devices in their Athletic/Physical Education lockers. Students may not use their devices during the school day (7:30-3:35) unless they have permission from a school administrator. During the school day, the only electronic devices that may be used by a student are the school issued electronic devices. In case of an emergency, a student will be allowed to use their phone in the office.

Violations of the cell phone/personal electronic device policy will be dealt with in the following manner:

(i) First violation - The device will be confiscated by the staff member, and given to the principal. The student will be able to pick-up their device after school, after a conference with the principal.
(ii) Second violation - The device will be confiscated by the staff member and given to the principal. On the second offense, a parent will be contacted and the parent will be required to pick-up the device from the principal.
(iii) Third violation - The device will be confiscated by the school principal. Consequences will be considered insubordination and dealt with by the building principal.

Further violations of this policy, and/or an unwillingness to turn in the device when requested by a staff member will be considered insubordination, and will be dealt with accordingly per handbook policy that could lead up to a short or long term suspension or expulsion.

Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan

Student Discipline cont.

developed with the student's parent when the student has a compelling need to have the device.
The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

Responsibility for Electronic Devices: Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

Student Discipline cont.

4. **Harassment and Bullying Policy:** One of the missions of Wayne Community Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

"Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which disciplinary measures will be determined by the Principal based on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

5. **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:

a. 1st Offense: Student will be confronted and directed to cease.
b. 2nd Offense: Student will be confronted, directed to cease, and parent will be notified.
c. 3rd Offense: Student and parents and student will need to meet with Administrator(s) and/or counselor.
d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, shall result in disciplinary measures up to the discretion of the Principal and Superintendent of the district.

Student Discipline cont.

6. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, will be measures up to the discretion of the Principal and Superintendent of the district.

a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
c. Students are expected to bring all books and necessary materials to class. This includes study halls.
d. Assignments for all classes are due as assigned by the teacher.
e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
g. Students are to be in their classrooms on the tardy bell.
h. Special classes such as Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
i. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
j. Students are to stand back from the entry in the mornings before school and before the dismissal bell so that others may pass in and out of the entry doors.
k. Snow handling is prohibited.

Student Discipline cont.

7. Network, E-Mail, Internet and Other Computer Use Rules:
General Rules:

a. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
b. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
c. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
d. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
e. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

Student Discipline cont.

a. Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
b. Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
c. Users shall not use or try to discover another user's account or password.
d. Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
e. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
f. Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
g. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
h. Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
i. Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
j. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
k. Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

Student Discipline cont.

Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

a. Be polite. Do not become abusive in your messages to others.
b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
c. Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
d. Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
e. All communications and information accessible via the network should be assumed to be private property of others.
f. Do not place unlawful information on any network system.
g. Keep paragraphs and messages short and to the point. Focus on one subject per message.
h. Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
i. Other rules may be established by the network administrators or teachers from time to time.

Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

Student Discipline cont.

Risks of Facebook and Similar Social Networking:

The purpose of this message is to give our students information about the risks of using Facebook and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on Facebook and similar social networking sites may affect you years later.

What you say now on Facebook and similar social networking sites may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on Facebook and similar social networking sites.

Here are some common sense guidelines that you should follow when using Facebook and similar social networking sites and the Internet in general:

- Don't forget that your profile and Facebook and similar social networking sites forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new Facebook and similar social networking sites friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to Facebook and similar social networking sites or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, Facebook and similar social networking sites will delete your profile.

We urge all students to follow these common sense guidelines.

Student Discipline cont.

Reporting Student Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Extracurricular Activities: Rights, Conduct, Rules & Regulations

Article 10

Student Fees Policy

The Board of Education of Wayne Community Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. **Guidelines for non-specialized attire required for specified courses and activities:** Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

Extracurricular Activities cont.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

2. **Personal or consumable items & miscellaneous:**

a. Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

b. Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

Extracurricular Activities cont.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

3. **Copies of Student Files or Records**
   The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one (1) copy of the requested records to be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.
4. **Breakfast and Lunch Programs**
   Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.
5. **Waiver Policy**
   The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.
6. **Distribution Policy**
   The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one (1) student resides, at no cost.

State & Federal Programs

Article 11

Notice of Nondiscrimination

The Wayne Community School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students:
Director of Student Services
903 W 7th St
Wayne, NE 68787
(402) 833-1450

Employees and Others:
Human Resources Director
611 W 7th St
Wayne, NE 68787
(402) 375-3150

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

State & Federal Programs

Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	High School Principal
Title IX	Discrimination, harassment based on sex; gender equity	Special Education Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act	Discrimination, harassment or reasonable accommodations of persons with disabilities	Special Education Director
Homeless Student Laws	Children who are homeless	Special Education Director
Safe and Drug Free Schools and Communities	Safe & drug free schools	Elementary Principal

The Coordinator may be contacted at:
611 W. 7th Street
Wayne, NE 68787
(402) 375-3150

State & Federal Programs

Elimination of Discrimination

The policy of Wayne Community Schools is to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Wayne Community Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Wayne Community Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

Preventing Harassment and Discrimination of Employees and Students

1. Purpose: Wayne Community Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Wayne Community Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

   For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.
   a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
   b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

State & Federal Programs

c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:
(a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);

(b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.

(c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Procedures:
a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, 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 is encouraged to go to the next level of supervision.
b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Wayne Community Schools.
c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

State & Federal Programs

Multicultural Policy

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance

State & Federal Programs

Notification of Rights Under FERPA

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 at the time the record was created. Parents or eligible students may ask the 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 or otherwise allowed by law. 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.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

State & Federal Programs

Notification of Rights Under FERPA

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 is:

Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone number, and the name, address, telephone number, e-mail address and other contact information of
the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's extra-curricular participation;
6. Student's achievement awards or honors;
7. Student's weight and height if a member of an athletic team; and
8. Student's photograph

State & Federal Programs

Notification of Rights Under FERPA

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, or would otherwise not be in a student's best interests.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.

Notice Concerning Designation of Law Enforcement Unit:
The District designates the Wayne Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

State & Federal Programs

Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:
The District designates the Wayne Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Notice to Parents of Students in Programs Receiving Title 1 Funding

Staff Qualifications. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

A. Whether the student's teacher—
1. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
3. is teaching in the field of discipline of the certification of the teacher.

B. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out: Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:

A. the subject matter assessed;
B. the purpose for which the assessment is designed and used;
C. the source of the requirement for the assessment;
D. the amount of time students will spend taking the assessment, and the schedule for the assessment; and
E. the time and format for disseminating results.

State & Federal Programs

Language Instruction Programs: If the District receives Title I funds, parents of English learners will be informed regarding how the parents can—

A. be involved in the education of their children; and
B. be active participants in assisting their children to—
   1. attain English proficiency;
   2. achieve at high levels within a well-rounded education; and
   3. meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

Please contact the administrative office to receive the foregoing information.

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.

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 Program

"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."

State & Federal Programs

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

State & Federal Programs

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.
4. 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).
5. 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.
6. 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).
7. All above procedures must be completed prior to enrollment or exempt/home school student(s).

State & Federal Programs

Business Operations

Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law.

The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt. The District will not use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be owed for outstanding debts on a school lunch or breakfast account of any student. Nor will the District assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

State & Federal Programs

Student Confidentiality
The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions. The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually
This policy shall be provided or made available to all students' households at the start of each school year and to households transferring to the District during the school year. This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals. The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Nondiscrimination Statement
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained by scanning the QR code or visiting the USDA link: **USDA Link**

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A complaint form can also be obtained from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights 1400
   Independence Avenue, SW
   Washington, D.C. 20250-9410
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Student Privacy Protection Policy

It is the policy of Wayne Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy.

evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate date from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:
The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

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The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and places as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings: The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive,

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surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

State & Federal Programs

Parental Involvement

6400 Policy Title I Parental and Family Involvement Policy

Wayne Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.
2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.
4. Upon request of a parent, guardian, or educational decisionmaker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents,

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Parental Involvement cont.

guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

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No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. Sections 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

State & Federal Programs

Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with the Nebraska Commissioner of Education and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

State & Federal Programs cont.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child’s school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Wayne Community Schools based on it being the school of origin, the new school and Wayne Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

State & Federal Programs cont.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

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Wayne Community Schools Expectations

Title I Student/Parent/Teacher Compact

"Learning For Life"

Students Promise:

Return completed school work on time.
Be at school on time unless I am sick.
Be responsible for my own behavior.
Try my best at all times.
Respect and cooperate with other students and adults.

Family Promise

Provide a quiet place/time to do schoolwork and encourage my child to complete homework.
Ensure my child gets adequate sleep and has a healthy diet.
Make sure my child is at school on time.
Communicate and work with teachers and staff to support and challenge my child.

School Promise

Teach necessary and challenging academic concepts to your child.
Be aware of the needs of your child.
Regularly communicate with you on your child's progress.
Provide high quality curriculum and instruction in a supportive and effective learning environment, to enable children to meet challenging state academic standards.
Provide a safe, positive learning environment for your child.
Respect the cultural differences of students and their families.
Provide high quality curriculum and instruction to your child while being aware of the specific needs of your child.

Signing this demonstrates your willingness and eagerness to participate with us to ensure your child's success:

Student signature: _____ Date:_____

Parent signature: _____ Date:_____

Principal Signature: _____ Date: _____

(Please return entire page. A copy will be made and sent home.)

ADMINISTRATIVE REGULATION 5416
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);

1. 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).
2. 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.

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: _____

Student Name(s)	School Attending	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

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: _____

STUDENT - PARENT HANDBOOK OF WAYNE ELEMENTARY
2026-2027

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Wayne Community Schools Student-Parent Handbook
2026-2027 School Year

Foreword

Section 1 Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Wayne Community Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Section 2 Members of the Board of Education

Name	Contact Information
Jaime Manz, President	jamanz1@waynebluedevils.org 402-375-3150
Justin Davis, Vice President	judavis1@waynebluedevils.org 402-375-3150
Deb Daum, Secretary/Treasurer	dedaum1@waynebluedevils.org 402-375-3150
Jodi Pulfer	jopulfe1@waynebluedevils.org 402-375-3150
Brent Pick	brpick1@waynebluedevils.org 402-375-3150
Sylvia Ruhl	syruhl1@waynebluedevils.org 402-375-3150
Lynn Junck	lyjunk1@waynebluedevils.org 402-375-3150

Section 3 Administrative Staff

Name	Position	School	Contact Information
Mark Lenihan	Superintendent	All District	malenih1@waynebluedevils.org 402-375-3150
Andi Diediker	Principal	Elementary School (3-6)	andiedi1@waynebluedevils.org 402-375-3854
Misty Beair	Special Education Director	All District	mibeair1@waynebluedevils.org 402-833-1450

Section 4 Teaching Staff

Wayne Elementary School

Name	Department	Grades
Carlie Anderson	Special Education	2-5
Jack Belt	Language Arts, Math	Sixth Grade
Aaron Carlson	P.E	3-6, HS
Sonya Carlson	Special Education- RISE Program	K-12
Chris Clinchard	Language Arts, Social Studies	Fifth Grade
Nichelle Daum	Special Education	5-6
Staci Foote	Language Arts, Math, Science, Social Studies	Third Grade
Maggie Gubbels	Behavior Specialist	PK-12
Kara Heithold	Speech Therapist	PK-12
Lora Heithold	Heartland Counseling	K-6
Micaela Hight	Language Arts, Math, Science, Social Studies	Third Grade
Kim Hix	Language Arts, Math, Science, Social Studies	Fourth Grade
Rachel Kerby	School Psychologist	PK-12
Paige Kinnaman	Language Arts, Math	Fifth Grade
Jessica McPhillips	Language Arts, Science	Fifth Grade
Susan Metzler	Language Arts, Math, Science, Social Studies	Fourth Grade
Sarah Oltjenbruns	Media Specialist	K-6
Annette Phipps	Language Arts, Science	Sixth Grade

Alana Posvar	General Music/Band	K-6
Ben Promes	Technology Director	PK-12
Kecia Schenk	Counselor	K-5
Emily Sims	Title 1	3-6
Tiyah Spaans	Counselor	6-8
Winter Stewart	Language Arts, Math, Science, Social Studies	Fourth Grade
Ryan Surber	Art	K-8
Phylis Trenhaile	Language Arts, Social Studies	Fifth Grade
Rylee Wagner	Language Arts, Social Studies	Sixth Grade
Carrie Wendte	ELL	3-6
Alex Wieland	Band	5-12
Carrie Williamson	Language Arts, Math, Science, Social Studies	Third Grade
Abby Wragge	Nurse	PK-12

Section 5 Support Staff

Name	Building	Position
Deb Daum	Jr./Sr. High	Superintendent Assistant
Kurt Daum	All Buildings	Grounds
Morgan Paulson	Elementary	Administrative Assistant
Ben Promes	Jr./Sr. High	Technology Director
Nicole Rager	Jr./Sr. High	Assistant Bookkeeper
Dennis Raulston	All Buildings	Grounds
Cindy Sherman	Elementary	Administrative Assistant
Darian Stoltenberg	Jr./Sr. High	Business Manager
Teresa Tiedtke	Jr./Sr. High	Food Service Manager
Jordan Widner	All Buildings	Director of Maintenance

Section 6 School Calendar

See 2026-2027 School year calendar attached here to as Appendix A.

Article 1 – Mission and Goals

Section 1 School Mission Statement/Vision Statement/District Expectations/Character Traits

Wayne Community Schools' Mission Statement

Wayne Community Schools is committed to the success of all students and the development of independent lifelong learners

Wayne Community Schools' Vision Statement

Learning for Life, Every Student, Every Day

Wayne Community Schools' Value Statement

Wayne Community Schools values…

W – Working in Partnerships
C – Committing/Commitment to Excellences
S – Success in Life

District Expectations

Be Responsible/Be Prepared
Be Respectful
Be Safe/Do The Right Thing

Character Traits

1: Respectful
2: Responsibility
3: Honesty/Trust
4: Caring/Fairness
5: Perseverance
6: Self-Discipline
7: Courage
8: Citizenship

Section 2 Goals and Objectives

The goals and objectives of the Wayne Community Schools are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff

and students in achieving goals and fulfill other functions supportive of quality learning.

7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and ensure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

Section 3 Mutual Respect

The Wayne Community Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Section 4 Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. <u>Complaint procedure</u>

Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.
Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Section 5 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 plans.
- 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.

Article 2 – School Day

Section 1 Daily Schedule – Elementary
The office is open from 7:30 am to 4:30 pm. Supervision will be available starting at 7:30 am. The students will attend classes from 8:00 am to 3:20 pm.

Section 2 Shortened Schedule – Elementary
The office is open from 7:30 am to 4:30 pm. Supervision will be available starting at 7:30 am. The students will attend classes from 8:00 am to 2:00 pm.

Section 3 Severe Weather and School Cancellations

Inclement Weather
The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools 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 Blackboard connect phone messages will also be sent when necessary.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 4 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students should not enter the building before 7:30 a.m. unless appointments have been made with teachers or administrators. **Prior to this time, the school is not responsible for supervision of the students.** Students are permitted in the building evenings or weekends only if directly supervised by a teacher or administrator. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at 3:20 p.m. unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

Certain days on the calendar are "shortened days," meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after the start of the day or leaving prior to the end of the day. The parent or guardian must report to the main office for this purpose (note or phone call). The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. **Parents are not to go directly to the classrooms.** The schools will only release children to adults designated on the student information form. If a request by a parent is made for a student to be picked up by an adult that is not on the student information form they must come to the office and show a photo ID before the student is released.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

Supervision at Dismissal

Parents or guardians of children in grades 3 to 6, where the child does not use district-provided

transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

Students are expected to leave school within 10 minutes of the end of the day, unless they are participating in an extra-curricular activity, or under direct supervision of a teacher or administrator.

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Section 5 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. Teachers may not have time to check emails or phone messages until students have left for the day, so call the office if the message is needed promptly. 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.)

Section 6 Recess

Students at Wayne Elementary will have the following amount of supervised recess on an ordinary day of school. Adjustments will be made based on changes of schedules. Recess will be outside unless the weather does not permit us to go outside. Indoor recess will be in the gym or in the classrooms.

3rd-4th Grade: 30 minutes (2 recess times)
5th-6th Grade: 15 minutes (1 recess)

Section 7 Wayne Elementary Recess and School Clothing Guidelines (Recess)

Living in Nebraska requires adaptability to frequent weather changes. We will go outside for recess every day that we can. Should there be rain, wind, or snow, we watch the radar and thermometer and if there is no precipitation we will go outside, at least on the blacktop. We care about your child's health but also know that outdoor activity is crucial to a healthy lifestyle. Watch/Listen to local weather reports and help your child dress according to our guidelines below or also be prepared for delays and cancellations. The teachers will all use Real Feel AccuWeather to determine what the temperature is for each recess. If a student is not appropriately dressed, they will not be allowed to go outside for recess.

Wind Chill and Temperature

The decision about what students can wear will be decided before each recess. It is not decided based upon the forecasted high temperature for the day.

50 – and up

- Clothing Guidelines: Regular dress code applies

36 – 49 degrees

- Clothing Guidelines: Pants and jacket or hooded sweatshirt

0 – 35 degrees

- Clothing Guidelines: Winter coat required (Hats and gloves recommended)

0 degrees & below

- Clothing Guidelines: No outdoor recess but please continue to wear appropriate clothing in case of an emergency or emergency drill

Playing in the Snow

- If a student has snow gear (snow pants, coat, gloves) they will be able to play in the snow.
- If a student has boots and no snow pants they can walk on the snow, but not play in the snow.
- If a student does not have snow boots and snow pants they will be allowed to play on the concrete/blacktop areas that are cleared of snow.

Section 8 School Meals

Both breakfast and lunch are available for students each day. We begin serving breakfast at 7:30 a.m. If your child arrives between 7:30 a.m. and 7:50 a.m., they will be receiving a hot breakfast. If your child arrives after 7:50 a.m., they will receive a grab 'n go breakfast, so they are not tardy to class. Please make sure to call the school prior to 9:00 a.m. in order to get a

correct lunch count if you plan on eating with your child.

Meal prices are set annually before the school year begins. Meal prices will be posted in the school newsletter, on the monthly menu, on the school website, and in The Wayne Herald newspaper. Milk may be purchased separately to drink with a sack lunch. **Food or drinks from outside school 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.*** "Under Federal law, 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." Families will be sent a statement by mail (every Wednesday) when their balance reaches **negative** $10 or more. A call from the school office will be made when an account reaches **negative** $25.00.

Families using the meal program may access their account information online. You can check your account balance at any time, and view two weeks worth of meal 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 www.wayneschools.org, press the District button on the left side and then press Lunch Account Information. This will take you to WordWare to check your account balance and make payments online.

Section 9 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.

Section 10 Assemblies

School wide assemblies will be held as needed to recognize student success, provide students with experiences, and to promote school wide programs.

Section 11 Instrumental Music

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.

Section 12 Nuisance Items

Nuisance Items such as fidget spinners, pop-its, trading cards, and all other toys should not be brought to school unless the student gains special permission. This is done to reduce distractions.

Section 13 Change of Information

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.

Section 14 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 Marshal.

Section 15 Wayne Community Schools Emergency Response Plan Managing Student Release to Parents/Guardians

In Case of Emergency

General Emergency Information
It is everyone's hope that there will never be a need to enact the following emergency procedures. Being prepared in the event of an emergency or disaster is a responsibility the Wayne Community Schools has to the students and families of our community, and is a responsibility that is taken very seriously. Thank you for taking the time to review this emergency information and these emergency procedures. All staff have been trained in the implementation of our Emergency Plan. Students have been trained through drills of various disasters.

Wayne Community Schools are well prepared to deal with emergency situations. A detailed Emergency Response Plan is in place for all staff to follow. Teams have been set up to handle the safety of the students and communication to the public.

If there is an emergency during the school day, the safety and well-being of the students will be the highest priority. Staff members are required by state law to serve as emergency workers, and staff will be on site to care for students, no matter how long it takes to reunite students with their families.

Certain situations may involve releasing students from school or relocating them at a time when parents expect their children to be at school. Such actions are authorized by the superintendent or principal only in times of extreme emergency.

Specific procedures, as described in this packet, are established to maintain a safe and secure environment during what will likely be a very stressful time. All parents/guardians will be asked to follow the direction of staff and volunteers. We ask that all individuals remain calm and patient. It is truly in the best interest of every child that all adults present in emergency situations are patient while cooperating with established emergency procedures.

In Case of Emergency:
Please DO NOT call the school!
Listen to local radio and check social media for information:

KTCH
FaceBook: www.facebook.com/Wayne-Community-Schools
Twitter: Wayne Blue Devils@WayneSchools

To Prepare for an Emergency

- It is critical that parents/guardians keep the information for emergency contacts at the school office up-to-date.
- Parents/Guardians should confirm that the school has the current cell phone or other phone numbers to be used in case of an emergency.

Student Release:

Certain situations may involve releasing students from school or relocating them to an alternate site. Such actions are authorized by the superintendent or principals only in times of extreme emergency.

Guidance for Parents:

- Remain calm!
- Please DO NOT CALL THE SCHOOL!
- If telephone lines are operational, each school will notify parents/guardians, at the telephone number provided on the Emergency Form.
- DO NOT automatically rush to the school.

Guidance for Parents Involving Child Pick-up:

- Parents/guardians will be notified when and where their child may be picked up.
- Please DO NOT park in the parking lots or directly around the schools. These areas are reserved for emergency vehicle parking.
- Students will be released to parents/guardians ONLY – Photo ID is required.
    - Students will be out of sight to parents/guardians. Staff will bring your child to you. Please be respectful of this rule.
- Plan on picking up your youngest student first.
- Plan on the check-out procedure taking time – PATIENCE!

Thank you for your cooperation in this!

Article 3 – Use of Building and Grounds

Section 1 Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

Section 3 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item. The lost book replacement fee will be the cost of the same book.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

Section 4 Lockers

Some grade-levels will be assigned a locker. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a principal sees or learns of an image or message that may cause a disruption, the principal will ask the student to remove the image or message from the locker. If the student refuses, then the principal will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

Section 5 Searches of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.

Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.

2. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.

3. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Section 6 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 7 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Use of Telephone

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. There is a courtesy phone available for student use in the office. Use of the phone is not an excuse to be tardy to class. Students may not use cell phones during class time. A student who violates this rule may be required to turn their phone into the office or lose phone privileges for an extended period of time.

Section 9 Bicycles
Bicycles must be parked in the racks provided. All bicycles should be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 10 Student Valuables
Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 11 Lost and Found
Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Periodically throughout the year, all lost and found items will be taken to Micah's closet.

Section 12 Accidents
Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

Section 13 Laboratory Safety Glasses
As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 14 Insurance
Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Section 15 Bulletins and Announcements
Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 16 Copyright and Fair Use Policy
It is the school's policy to follow the federal copyright law. Students are reminded that, when

using school equipment and when completing coursework, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 17 Behavioral Points of Contact

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain more information about these resources, parents and/or students should contact their building principal. This information, as well as the District's behavioral points of contact, are also listed on the District's website.

Section 18 Grounds/Parking/Pick Up/Drop Off

Grounds/Parking

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.

Student Drop Off

Student drop off is on the east side of the school. Please travel south on Douglas St. and drop off your student on the east side of the building. This is a one way street that will be monitored by the staff and police. Please do not travel east down 4th street to get to the east side of the building. Fourth street is where teachers park before the school day. We do not want parents dropping off their children in this busy area due to safety concerns. In addition, when dropping off your student, please park as far south on Douglas St. as far as possible to allow multiple parents to drop off their children. Please do not drop your student off on the west side of the building. This request is made due to buses traveling on this street to drop off students.

Student Pick Up

Student pick up is on the east side of the school. The following pick up procedures for each grade will help us make dismissal safe and timely. Our goal is to dismiss students in a manner that reduces instructional distractions, minimizes congestion in the commons area, and allows the staff to systematically get your students home safely. Please do not enter the building before 3:20 p.m. unless you need to communicate with school personnel. This will help us avoid distractions at the end of the day, and it will keep the congestion in the commons area to a minimum.

3rd/4th/5th/6th Grade

Our 3rd, 4th, 5th, and 6th grade students will be dismissed by their teachers from their classroom. They will walk out the north doors and the students will meet their parents outside.

Siblings Meeting Spot

Our elementary students that need to meet up with their siblings in other grades will use the gym as their meeting spot. The sibling groups will then walk out the east doors and meet their parents outside.

Bus/Van/Rainbow/Kid's Club

The students will be loaded and dropped off on the west side of the school.

Article 4 – Attendance

Section 1 Attendance Policy

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 District will maintain an accurate record of student attendance.

Section 2 Attendance and Absences

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. 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.

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

        (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to 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 (including physical or mental illness), court, death of a family member, or suspension.

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

    b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

        (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 vacations or other events that do not meet the criteria for a School Excused absence.

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

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.
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 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.

4. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member 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 Superintendent's designee to be the 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. The school shall render all services in its power to compel such child to attend school.

5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

   When a student continues thereafter to have absences of at least fifteen days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to 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 include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:
   (a) The physical, mental, or behavioral health of the child.
   (b) Educational counseling;
   (c) Referral to community agencies for economic services;
   (d) Family or individual counseling; and
   (e) 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.

6. Reporting Excessive Absenteeism to the County Attorney.
   The school may report to the county attorney of the county in which the person having control of the student 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 school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. ~~Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.~~ Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a

credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

Leaving School or Class. Students who 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 are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Section 3 Absence Procedures

Please call the office informing them of the reason your child will not be in attendance. (375-3854). Police may be contacted to do a wellness check if there has been no communication. A student will not be allowed to enter class after a same day absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office.

Section 4 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences. Assignment sheets and homework may be picked up from the office at 3:30 or earlier per/parent request.

Section 5 Attendance is Required to Participate in Activities

Full-time students must attend school all day the day of any scheduled school activity in order to participate in the activity. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A "school activity" This includes athletic

contests, clubs, concerts, and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Section 6 Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of truancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes 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 remediate the child's truant behavior.

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:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. 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.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the 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 truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such a person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Article 5 – Scholastic Achievement

Section 1 Promotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the students parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Section 2 Interim Reports

Various supplemental reports may be made available to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Section 3 Report Cards
Report cards are issued at the end of each quarter for grades 3 through 6. Grades 4, 5, and 6 will receive mid-term reports.

Section 4 Parent-Teacher Conferences
Parent-teacher conferences will be held two times a year. There will also be a parent night. 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 the teachers.

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?
Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit
A student verified as having autism, emotional disturbance, deaf-blindness, developmental delay, hearing impairments, intellectual disability, multiple impairments, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?
Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Child Find
The Board of Education, at Wayne Community Schools, District 17 wishes to reaffirm its position that all children ages 0-21 in the Wayne Community School District, regardless of their handicapping condition, are entitled to a Free Appropriate Public Education and an equal opportunity for education according to the individual's needs.

The Board assumes the responsibility to assure that handicapped children are identified, evaluated and verified, and are provided or contracted for program services for all resident handicapped children who benefit from such programs. If you have a child or know of a child which may require special education please contact Misty Beair, Special Director, at (402)833-1450.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Special Education Director. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: http://www.nde.state.ne.us/SPED/sped.html.

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. "Section 504 is a federal anti-discrimination law that prohibits school districts from discriminating against students with disabilities. A student may be identified with a disability under Section 504 if the student has a physical or mental impairment that substantially limits one or more major life activities, included but not limited to learning. The school district has specific responsibilities under Section 504, including the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If you believe your child may qualify for services under Section 504 please contact your building principal."

Section 3 School Counseling Services

Wayne Community Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

Section 4 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100 degrees F., vomiting, diarrhea, unexplained rashes, pink eye, or determination by school nurse

that the child's condition prevents meaningful participation in educational programs, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. The student must be fever free without medication for 24 hours before returning to school. They must also stay out of school 24 hours from the last episode of vomiting or diarrhea.

Guidelines for Administering Medication

Whenever possible, your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self managing his or her health condition, contact the health office to develop a self-management plan. Any new medication must first be given at home to monitor for adverse side effects

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to no more than a 30 day supply.

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. Students may carry some types of medications if pre-approved by their physician and school officials. Other medicines should be kept in the nurse's or building office.
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 for occasional use.
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.

School Health Screening

Children in Preschool and grades kindergarten through fourth, as well as Sophomores are screened for vision, hearing, dental defects, height and weight. Students may also be screened if a health concern has been identified. Parents who do not wish their child to participate in the school screenings program must communicate this in writing to the school health office at the start of the school year. Nebraska statutes require school-age screening and in order for parents to remove their children from the program they must submit findings from an alternate medical

provider to the school by December 1 of that year.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

Summary of the School Immunization Rules and Regulations
For 2026-2027 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: http://dhhs.ne.gov/Pages/reg_t173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
Updated 01/26/2018

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents would include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts.

The Academy of Pediatrics no longer considers head lice as a health issue or a reason to exclude children from school.

1. If live head lice are discovered on a child the parent will be called and informed. The school then assumes that the parent will treat the child that day after.
2. Written treatment information and instructions will be made available to parents upon request. (including how to check for head lice*.)
3. A child who has been identified with live lice will be able to return to school after treatment.
4. Families are encouraged to report head lice to the school health office.

*Nit removal will be emphasized for effective management of the condition. For more information, call the nurse at your child's school.

Section 5 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

Behavior on School Buses

I. General Conduct Rules Apply: While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

II. Special Conduct Rules for Riding School Buses.

A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.

2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus
1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

III. Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

IV. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the federal Safe and 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. The

consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Section 2 Education and Prevention

Drug and Alcohol Use and Prevention. Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.

5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention
The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

Administration
The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

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Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

Section 2 Student Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. 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 and 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, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

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. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

e. A student who is 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 then twenty school days. A student who is 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.~~ The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is

able to provide or recommend to assist the student; and (v) how the school plans to address the moving forward, including strategies to maximize the student's continued participation in school.

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 © 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.~~ The notice will include a description of: (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

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 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. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

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 offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. 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 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.
g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.
h. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise

is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above. If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. 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.

Section 3 Student Conduct Expectations

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

A. **Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment**

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event. Mandatory reassignment shall be subject to the same procedural requirements and protections as long-term suspension and expulsion.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it

does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Willfully violating the behavioral expectations for riding school buses or vehicles.

A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
b. The knowing and intentional possession, use, or transmission of a

dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) 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; (b) the frame or receiver of any such weapon; © any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the students teacher, building administrator and parent.

b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

B. <u>Additional Student Conduct Expectations and Grounds for Discipline</u>

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. <u>Student Appearance:</u> Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

   a. Clothing that shows an inappropriate amount of bare skin or underwear or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen

through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
d. Head wear including hats, caps, bandannas, and scarves.
e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
f. Clothing or jewelry that is gang related.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

2. Academic Integrity.
a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.
Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take ones place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as ones own a material portion of the ideas or words of another or to present as ones own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as ones own without

citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of F; or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in
serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Cell Phones/Personal Electronic Devices

Philosophy and Purpose. The District prohibits students from using their cell phones and other personal electronic devices during the school day. Cell phones and personal electronic devices are disruptive to the educational process. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of cell phone and personal electronic devices, the District hereby establishes the following rules and regulations governing student use of cell phones and personal electronic devices, and procedures to address student misuse of their cell phone and personal electronic devices.

Students are allowed to bring their cell phones and personal electronic devices to school, however all devices must be stored in a student's academic school locker and must be turned off during school hours. The school is not responsible for any lost, stolen, or damaged cell phones and personal electronic devices. Students may

not store their devices in their Athletic/Physical Education lockers. Students may not use their devices during the school day (7:30-3:20) unless they have permission from a school administrator. During the school day, the only electronic devices that may be used by a student are the school issued electronic devices. In case of an emergency, a student will be allowed to use their phone in the office.

Violations of the cell phone/personal electronic device policy will be dealt with in the following manner:

(i) First violation - The device will be confiscated by the staff member, and given to the principal. The student will be able to pick-up their device after school, after a conference with the principal.

(ii) Second violation - The device will be confiscated by the staff member and given to the principal. On the second offense, a parent will be contacted and the parent will be required to pick-up the device from the principal.

(iii) Third violation - The device will be confiscated by the staff member and given to the principal. The student will serve a One-day In School Suspension (ISS), and the parent will be required to pick-up the device from the principal. The device will remain in the principal's office until the parent picks up the device from school (even if the parent cannot come to school that day).

Further violations of this policy, and/or an unwillingness to turn in the device when requested by a staff member will be considered insubordination, and will be dealt with accordingly per handbook policy that could lead up to a short or long term suspension or expulsion.

Coaches and sponsors may develop their own expectations in addition to these rules for team activities, such as bus trips, practices, camps, and so forth.

Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred

to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

4. Harassment and Bullying Policy: One of the missions of Wayne Community Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

"Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

5. 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:
   a. 1st Offense: Student will be confronted and directed to cease.

b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
c. 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.
d. 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.

6. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
   a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
   b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
   c. Students are expected to bring all books and necessary materials to class. This includes study halls.
   d. Assignments for all classes are due as assigned by the teacher.
   e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
   f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
   g. Students are to be in their seats and ready for class on the tardy bell.
   h. Special classes such as Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
   i. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
   j. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
   k. Snow handling is prohibited.

7. Network, E-Mail, Internet and Other Computer Use Rules:
   (a) General Rules:
      (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
      (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they

have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

(iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.

(iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

(b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

(i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.

(ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).

(iii) Users shall not use or try to discover another user's account or password.

(iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

(v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

(vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

(ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

(x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

(c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

(i) Be polite. Do not become abusive in your messages to others.

(ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.

(iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.

(iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.

(v) All communications and information accessible via the network should be assumed to be private property of others.

(vi) Do not place unlawful information on any network system.

(vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.

(viii) Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

(ix) Other rules may be established by the network administrators or teachers from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

(e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

8. Risks of Facebook and Similar Social Networking:

The purpose of this message is to give our students information about the risks of using Facebook and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on Facebook and similar social networking sites may affect you years later.

What you say now on Facebook and similar social networking sites may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on Facebook and similar social networking sites.

Here are some common sense guidelines that you should follow when using Facebook and similar social networking sites and the Internet in general:

- Don't forget that your profile and Facebook and similar social networking sites forums are public spaces. Don't post anything you wouldn't want the

world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).

- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new Facebook and similar social networking sites friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to Facebook and similar social networking sites or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, Facebook and similar social networking sites will delete your profile.

We urge all students to follow these common sense guidelines.

Section 4 Reporting Student Law Violations:

Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to

make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Article 9 – Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

Section 1 Student Fees Policy

The Board of Education of Wayne Community Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardians will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without

charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one (1) copy of the requested records to be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(9) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(10) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one (1) student resides, at no cost.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination

The Wayne Community School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Director of Student Services, 611 W 7th St,
Wayne, NE 68787 (402) 375-3150
Employees and Others: Human Resources Director,
611 W 7th St, Wayne, NE 68787 (402) 375-3150

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

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

The Coordinator may be contacted at: 611 West 7th Street, Wayne, Nebraska 68787, telephone number (402) 375-3150.

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination

The policy of Wayne Community Schools is to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Wayne Community Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Wayne Community Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

Preventing Harassment and Discrimination of Employees and Students.

1. Purpose: Wayne Community Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Wayne Community Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

   For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

   a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

   b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation

based on a person's age.

c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

(a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);

(b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.

(c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Procedures:

a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, 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 is encouraged to go to the next level of supervision.

b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Wayne Community Schools.

c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an

appropriate resolution so the discrimination or harassment can be remedied and put to an end.

e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.

f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.

g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Section 4 Multicultural Policy

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.

8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Section 6 Notification of Rights Under FERPA

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 at the time the record was created.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to 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 or otherwise allowed by law. 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.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

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 is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone number, and the name, address, telephone number, e-mail address and other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's extra-curricular participation;
6. Student's achievement awards or honors;
7. Student's weight and height if a member of an athletic team;
8. Student's photograph

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, or would otherwise not be in a student's best interests.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.

Notice Concerning Designation of Law Enforcement Unit:
The District designates the Wayne Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Section 7 Notice to Parents of Students in Programs Receiving Title I Funding

Staff Qualifications. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

(A) Whether the student's teacher—
  (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  (iii) is teaching in the field of discipline of the certification of the teacher.

(B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out. Parents may request, and the District will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:

(A) the subject matter assessed;
(B) the purpose for which the assessment is designed and used;
(C) the source of the requirement for the assessment;

(D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
(E) the time and format for disseminating results.

Language Instruction Programs. If the District receives Title I funds, parents of English learners will be informed regarding how the parents can—
(A) be involved in the education of their children; and
(B) be active participants in assisting their children to—
  (i) attain English proficiency;
  (ii) achieve at high levels within a well-rounded education; and
  (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

Please contact the administrative office to receive the foregoing information.

Section 8 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.

Section 9 HIPPAA (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.

Section 10 Public Notification for Eliminating Discrimination And Denial of Services in Vocational Education Program

"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."

Section 11 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

Section 12 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).

Section 13 Business Operations

Meal Charge Policy
It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt. The District will not use a debt collection agency to collect or attempt to collect, directly or indirectly, debts due or assessed to be owed for outstanding debts on a school lunch or breakfast account of any student. Nor will the District assess or collect any interest, fees, or other monetary penalties for outstanding debts on a school lunch or breakfast account of any student.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions. The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually

This policy shall be provided or made available to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals. The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400
Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Section 14 Student Privacy Protection Policy

It is the policy of Wayne Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a

third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and places as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

"Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate date from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 15 Parental Involvement

6400 Title 1 Parental/Community Involvement in Schools Policy

Wayne Community Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.

2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.

3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardian, or educational decisionmaker the District will

provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, or guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey

will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.
No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

Section 16 Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with the Nebraska Commissioner of Education and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless

child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the Wayne Community Schools based on it being the school of origin, the new school and Wayne Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Wayne Community Schools Expectations
Title I Student/Parent/Teacher Compact
"Learning For Life"

Students Promise:

Return completed school work on time. Be at school on time unless I am sick.
Be responsible for my own behavior.
Try my best at all times.
Respect and cooperate with other students and adults.

Family Promise

Provide a quiet place/time to do schoolwork and encourage my child to complete homework.
Ensure my child gets adequate sleep and has a healthy diet.
Make sure my child is at school on time.
Communicate and work with teachers and staff to support and challenge my child.

School Promise

Teach necessary and challenging academic concepts to your child.
Be aware of the needs of your child.
Regularly communicate with you on your child's progress.
Provide high quality curriculum and instruction in a supportive and effective learning environment, to enable children to meet challenging state academic standards.
Provide a safe, positive learning environment for your child.
Respect the cultural differences of students and their families.
Provide high quality curriculum and instruction to your child while being aware of the specific needs of your child.

Signing this demonstrates your willingness and eagerness to participate with us to ensure your child's success:

Student signature: _____ Date:_____

Parent signature: _____ Date:_____

Principal Signature: _____ Date: _____

(Please return entire page. A copy will be made and sent home.)

Digital Equity Survey

Student Name: _____ Grade: _____

Question:		**Internet in Residence**
Is there internet access in the residence?		Yes-Internet Access in Residence
		No-Not Available
		No-Not Affordable
		No-Other
Question:		**Internet Access**
What is the primary type of internet service used at the residence?		Residential Broadband (DSL, Cable)
		Cellular Network
		School Provided Hot Spot
		Satellite
		Dial-Up
		Other
		None
		Community Provided WiFi
		Unknown
Question:		**Internet Performance**
Can the student stream videos without interruption?		Yes-No Issues
		Yes-But Not Consistent
		No
Question:		**Device Access**
Is the primary learning device a personal device or school-provided?		Personal-Dedicated (one person per machine)
		Personal-Shared (sharing among others in the household)
		School Provided-Dedicated
		School Provided-Shared
		None
Question:		**Device Type**
What device does this student most often use to complete online learning at home?		Desktop
		Tablet
		Chromebook
		Smartphone
		Other
		None
		Laptop

ADMINISTRATIVE REGULATION 5416
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.

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: _____

Student Name(s)	School Attending	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

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: _____

- - - -

Students' Rights and Responsibilities

The rules and regulations are included in the handbook for the 2026-2027 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.

Includes within the handbook

AVAILABILITY OF HANDBOOKS

The 2026-2027 Student-Parent Handbook of Wayne Community Schools is available on the internet at http://www.wayneschools.org.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2026-2027 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by **August 28, 2026**. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

☐ **Thank you for providing the 2026-2027 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**

☐ **I prefer a paper copy of the Handbook.**

_____
Name

_____
Email

RECEIPT OF 2026-2027 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2026-2027 Student-Parent Handbook of Wayne Community Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date:_____ Date:_____

_____ _____

Student's Signature Parent or Legal Guardian's Signature

Wayne Community Schools
Wayne, Nebraska
August, 2026

Dear Student and Parent or Guardian:

Nebraska State Law requires that each school district develop rules and regulations regarding Student Conduct, Students' Rights and Responsibilities, Harassment Policy, Student Fees Policy, and Student's Rights and Responsibilities in Extracurricular Activities, and distribute copies to students and parents. The attached rules and regulations are in effect for the 2026-2027 school year. The entire Jr./Sr. High handbook has been shared with students/parents online. This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Wayne Jr./Sr. High School. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a "contract". The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. We request that you return the Acknowledgment Sheet for our files. If you have any questions regarding the attached material or the shared online handbook, please feel free to contact a building administrator.

Mr. Russ Plager, H.S. Principal & Mr. David Wragge, Jr. High Principal

* * * * * * * * * * * * * * * * * *

The family of _____ (print student's name) received and had an opportunity to read the Rules and Regulations for Student Conduct and Students' Rights and Responsibilities, Harassment Policy, Student Fees Policy, Acceptable Use of Computers and Networks Policy (see appendix A-L), and Student's Rights and Responsibilities in Extracurricular Activities for the students in Wayne Community Schools. We understand that each student is responsible for becoming familiar with the handbook and policies at Wayne Community Schools.

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

Live more than four (4) miles from school: Yes _____ No _____

Escuelas Comunitarias de Wayne
Wayne, Nebraska
Agosto, 2026

Estimado Estudiante y Padre o Tutor:

La Ley Estatal de Nebraska requiere que cada distrito escolar desarrolle reglas y regulaciones con respecto a Conducta del Estudiante, Derechos y Responsabilidades del Estudiante, Política de Acoso, Política de Tarifas del Estudiante y Derechos y Responsabilidades del Estudiante en Actividades Extracurriculares, y distribuya copias a los estudiantes y padres. Las reglas y regulaciones adjuntas están vigentes para el año escolar 2026-2027. Todo el manual ha sido compartido con estudiantes y padres en línea Este manual está destinado a ser utilizado por los estudiantes, los padres' y el personal como una guía de las reglas, regulaciones e información general sobre Wayne Jr./Sr. Escuela secundaria. Aunque la información que se encuentra en este manual es detallada y específica sobre muchos temas, el manual no pretende abarcar todo para cubrir cada situación y circunstancia que pueda surgir durante cualquier día escolar o año escolar. Este manual no crea un "contrato". La administración se reserva el derecho de tomar decisiones y hacer revisiones a las reglas en cualquier momento para implementar el programa educativo y asegurar el bienestar de todos los estudiantes. Le solicitamos que devuelva la hoja de admitir de recibo, para nuestros archivos. Si tiene alguna pregunta sobre el material adjunto, no dude en ponerse en contacto con un administrador del edificio

Mr. Russ Plager, H.S. Principal & Mr. David Wragge, Jr. High Principal

* * * * * * * * * * * * * * * * * * *

La familia de_____ (imprime el nombre del estudiante) recibió y tuvo la oportunidad de leer las Reglas y Regulaciones para la Conducta Estudiantil y los Derechos y Responsabilidades de los Estudiantes, Política de Acoso, Política de Tarifas Estudiantiles y Derechos y Responsabilidades del Estudiante en Actividades Extracurriculares para los estudiantes en las Escuelas Comunitarias de Wayne. Entendemos que cada estudiante es responsable de familiarizarse con el manual y conocer la información contenida en él.Firma del

Padre/Tutor: _____

Firma del Estudiante: _____

Fecha: _____

A mas de cuatro (4) millas de la escuela: Si _____ No _____

Lunch Hour Driving

Grades 7-10

Campus will be closed to all students in grades 7-10.

Grades 11-12

With permission from parents, students in grades 11 and 12 will have an open campus over the noon hour. If you, as a parent or guardian, agree to the following stipulations, please sign and date below. I (parent name) _____ do agree to let my son/daughter leave the campus by driving or walking to go to a location of their choosing over the lunch period. I understand that only four students may ride together, and I am willing to let my son/daughter ride with or drive with another student. I realize that keeping this privilege is dependent on good student behavior, good leadership, safety, and appropriate use of the privilege. I also understand that this privilege may be revoked by administration at any time.

If you **DO NOT** want your son/daughter to have open campus, please **DO NOT** sign below. If left blank, campus will be closed for your son/daughter.

_____

Parent/Guardian Signature Date License Plate #

_____

Student Signature Date

****No driving/walking passes or Chromebooks will be distributed until ALL handbook pages have been signed by the student and parent.****

Manejar fuera en la hora de almuerzo

Grados 7-10

El campus estará cerrado para todos los estudiantes en grados 7-10.

Grados 11-12

Con el permiso de los padres, los estudiantes en los grados 10-12 tendrán un campus abierto durante la hora del mediodía. Si usted, como padre o tutor, está de acuerdo con las siguientes estipulaciones, firme y ponga la fecha a continuación. Yo (nombre de padre)_____ estoy de acuerdo en dejar que mi hijo / hija salga del campus conduciendo o caminando para ir a un lugar de su elección durante el período de almuerzo. Entiendo que solo cuatro estudiantes pueden viajar juntos, y estoy dispuesto a dejar que mi hijo / hija viaje con otro estudiante o conducir con él. Me doy cuenta de que mantener este privilegio depende del buen comportamiento del estudiante, el buen liderazgo, la seguridad y el uso apropiado del privilegio. También entiendo que este privilegio puede ser revocado por la administración en cualquier momento.

Si NO desea que su hijo / hija tenga un campus abierto, NO firme a continuación. Si se deja en blanco, el campus se cerrará para su hijo / hija.

_____

Firma de Padre/Guardian Fecha el número de placa

_____

Firma del Estudiante Fecha

No se distribuirán pases para conducir / caminar o Chrome Books hasta que TODAS las páginas del manual hayan sido firmadas por el alumno y el padre.

EMERGENCY INFORMATION – 2026-2027

Student Name (print) _____ Circle One: Male Female

Student Cell Phone: _____

Address: _____ City: _____ Zip: _____

Date of Birth ____/____/____ Grade Student will be in 2026-2027: _____

Primary Contact/Relationship: _____

Home Address: _____ Phone: _____(H)

Phone: _____(W) Phone: _____(Cell)

E-Mail Address: _____

Emergency Contact 1: _____ Relationship: _____

Home Address: _____ Phone: _____(H)

Phone: _____(W) Phone: _____(Cell)

Emergency Contact 2: _____ Relationship: _____

Phone: _____(H) Phone: _____(W/Cell)

List any allergies or special conditions you may have: _____
_____

Medications or other information an emergency responder, coach or sponsor should be aware of: _____
Date of Last Tetanus: _____ Blood Type: _____
Do you wear glasses or contacts? (Circle which one or _____ No)
Hospitals and doctors want to make sure appropriate treatment is given to athletes. It is recommended that they have information from the front and back of insurance cards to assist them in providing cost effective and appropriate care.

Student's Physician: _____ Phone: _____
Student's Dentist: _____ Phone: _____
Name of Insurance Company: _____
Policy Number: _____
Name & ID# of Card Holder: _____
**If you do not carry insurance, please request either an envelope to purchase sport insurance or an insurance waiver from the school.

Date: _____ X_____
(Signature of Parent/Guardian)

INFORMACIÓN DE EMERGENCIA – 2026-2027

Nombre del Estudiante _____ Curcule uno: Masculino Femenina

Numero de Celular del Estudiante: _____

Direccion: _____ Cuidad: _____ Codigo: _____

Fecha de Nacimiento____/____/____ Grado en 2026-2027_____

Contacto Principal/Relacion: _____

Direccion de Casa: _____ Telefono: _____(Casa)

Telefono: _____(T) Telefono: _____(Cel)

Correo Electronico: _____

Contacto/Emergencia 1: _____ Relacion: _____

Direccion: _____ Tele: _____(C)

Dia: _____(T) Tele.: _____(Cel)

Contacto/Emergencia 2: _____ Relacion: _____

Tele.: _____(C) Tele.: _____(T/Cell)

Haga una lista de las alergias o condiciones especiales que pueda tener:

_____

Medicamentos u otra informacion que un respondedor de emergencia, entrenador o patrocinador debe tener en cuenta: _____
Fecha de la ultima vacuna de tetanos: _____ Tipo de sangre: _____
Usas lentes o lentes de contacto? (Circula cual o _____ No)
Los hospitales y los médicos quieren asegurarse de que se brinde el tratamiento adecuado a los atletas. Se recomienda que tengan información del anverso y reverso de las tarjetas de seguro para ayudarlas a proporcionar una atención effectiva y apropiada.
Medico del Estudiante: _____ Telefono: _____
Dentista del Estudiante: _____ Telefono: _____
Nombre de la compañía de seguro: _____
Numero de poliza: _____
Nombre y numero del titular de la targeta: _____

**Si no tiene seguro, solicite un sobre para comprar un seguro deportivo o una exención de seguro de la escuela.

Fecha: _____ X_____
(Firma de Padre/Guardian)

Wayne Jr./Sr. High School "Student Pledge" for Chromebook Use

1. Before the Chromebook is issued to me, I will return ALL the required paperwork from the student planner and pay the non-refundable $25.00 fee*. I understand this fee covers normal wear-and-tear, so I may have to pay for additional repairs due to negligence or replace the device if it is lost or stolen.
2. I will be prepared by bringing a charged Chromebook to class daily.
3. I will use my Chromebook in ways that are responsible, safe, appropriate, and educational.
   - I will not loan it to other individuals.
   - I will protect my Chromebook by keeping food and liquids away and carrying it in the case provided.
   - I understand that inappropriate content found on the device is subject to disciplinary action.
4. I will not disassemble any part of my Chromebook or attempt any external repairs or internal modifications.
5. I will not deface the Wayne High School Chromebook or case. Stickers are not allowed unless directed by a teacher. I understand that I will be required to remove such decorations and possibly pay appropriate fees for damage done to the Chromebook by such decorations.
6. I understand that my Chromebook is subject to inspection at any time, without notice, and remains the property of the Wayne Public School District.
7. I understand I may need to file a police report in cases of theft or vandalism.
8. I agree to return the Chromebook, case, and power cord in good working condition or pay the appropriate fees.
9. If I borrow a Chromebook from the library, I agree to return it by the end of eighth period each day. I understand that if repairs are needed, the appropriate fee will be assessed.

I understand that this is a school owned device intended for educational purposes. I agree to the expectations stated in this document:

Student Name (Please Print): _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Parent Name (Please Print): _____

Parent Signature: _____ **Date:** _____

***** _____ **Check here if you receive free or reduced lunch, so you don't need to pay the deposit.**

Wayne Jr./Sr. High School "Compromiso de Alumno" Para el Uso del Chromebook

1. Antes de que se me entregue el Chromebook, devolveré TODO la documentación requerida del planificador estudiantil y pagar la tarifa no reembolsable de $25.00 *. yo entiendo que esta tarifa cubre el desgaste normal, por lo que podría tener que pagar por reparaciones adicionales debido a negligencia o reemplazar el dispositivo si se pierde o es robado.
2. Estaré preparado al traer un Chromebook cargado a la clase todos los días.
3. Usaré mi Chromebook de manera responsable, segura, apropiada y educativo.
    - No lo prestaré a otras personas.
    - Protegeré mi Chromebook manteniendo los alimentos y líquidos alejados y llevándolo en el estuche provisto.
    - Entiendo que el contenido inapropiado que se encuentra en el dispositivo está sujeto a medidas disciplinarias.
4. No desarmare ninguna parte de mi Chromebook ni intentaré ninguna función externa reparaciones o modificaciones internas.
5. No desfiguraré el Chromebook o la funda de Wayne High School. Stickers no son permitidos a menos que lo indique un maestro. Entiendo que se me pedirá q e elimine dichas decoraciones y posiblemente pague las tarifas correspondientes por daños causados al Chromebook por dichas decoraciones.
6. Entiendo que mi Chromebook está sujeto a inspección en cualquier momento, sin previo aviso, y sigue siendo propiedad del Distrito de Escuelas Públicas de Wayne.
7. Entiendo que es posible que deba presentar un informe policial en casos de robo o vandalismo.
8. Acepto devolver el Chromebook, el estuche y el cable de carga en buena condicion de funcionamiento o pagar las tarifas apropiadas.
9. Si tomo prestado un Chromebook de la biblioteca, acepto devolverlo al final de octavo período cada día. Entiendo que si se necesitan reparaciones, se cobrará la tarifa correspondiente.

Entiendo que este es un dispositivo de propiedad de la escuela destinado a fines propósitos educativos. Estoy de acuerdo con las expectativas establecidas en este documento:

Nombre del Estudiante: _____ **Grado:** _____

Firma del Estudiante: _____ **Fecha:** _____

Nombre de Padres: _____

Firma de Padres: _____ **Fecha:** _____

***** _____ **Marque aquí si recibe almuerzo gratis o reducido, para que no Necesite pagar el depósito.**

Digital Equity Survey

Name: _____ **Grade:** _____

Question		**Internet Access In Residence**
Is there internet access in the residence?		Yes – Internet Access in Residence
		No – Not Available
		No – Not Affordable
		No - Other
Question		**Internet Access Type in Residence**
What is the primary type of internet service used at the residence?		Residential Broadband (DSL, Cable)
		Cellular Network
		School Provided HotSpot
		Satellite
		Dial-up
		Other
		None
Question		**Internet Performance**
Can the student stream videos without interruption?		Yes – No issues
		Yes – But not consistent
		No
Question		**Device Access**
Is the primary learning device a personal device or school-provided?		Personal – Dedicated
		Personal - Shared
		School Provided – Dedicated
		School Provided – Shared
		None
Question		**Digital Device**
What device does this student most often use to complete online learning at home?		Desktop/Laptop
		Tablet
		Chromebook
		SmartPhone
		None
		Other

Date: _____ **Parent Signature:** _____

Encuesta de equidad digital

Nombre: _____ **Grado:** _____

Pregunta		**Acceso a Internet en la residencia**
¿Hay acceso a Internet en la residencia?		Sí - Acceso a Internet en la residencia
		No - No disponible
		No - No asequible
		No - Otra
pregunta		**Tipo de acceso a Internet en la residencia**
¿Cuál es el tipo principal de servicio de Internet que se utiliza en la residencia?		Banda ancha residencial (DSL, cable)
		Red celular
		HotSpot proporcionado por la escuela
		Satélite
		Dial-up
		Otro
		Ninguno
Pregunta		**Rendimiento de Internet**
¿Puede el estudiante transmitir videos sin interrupción?		Sí - No hay problemas
		Sí - Pero no es consistente
		No
Pregunta		**Acceso al dispositivo**
¿El dispositivo de aprendizaje principal es un dispositivo personal o proporcionado por la escuela?		Personal - Dedicado
		Personal - Compartido
		Escuela proporcionada- Dedicada
		Escuela proporcionada- Compartido
		Ninguno
Pregunta		**Dispositivo digital**
¿Qué dispositivo utiliza este estudiante con más frecuencia para completar el aprendizaje en línea en casa?		Computadora de escritorio / computadora portátil
		Tableta
		Chromebook
		Teléfono inteligente
		Ninguno
		Otro

Fecha: _____ **Firma del padre:** _____

x

Sharing Information with Other Programs – Optional

Dear Parent/Guardian:
To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify.
For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.

☐ Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with the Guidance Office for help with Drivers Education fee (based on available funding).

☐ Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application for the purpose of playing a school instrument in the Band Program (if there is one available) at Wayne Community Schools.

☐ Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with the Guidance Office for the purpose of applying for scholarships and/or waiving testing fees (if applicable).

☐ Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application with the Technology Department for the purpose of waiving the user fee for a Chrome Book.

☐ Yes! I DO want school officials to share information from my Free and Reduced Price School Meals Application for the purpose of waiving membership dues for FFA, FCCLA, or other organization (please list).

If you checked “yes” to any or all of the boxes above, complete the following form to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.

Child’s Name: _____ School: _____

Child’s Name: _____ School: _____

Child’s Name: _____ School: _____

Child’s Name: _____ School: _____

Signature of Parent/Guardian: _____
Date: _____
Printed Name: _____
Address: _____

For more information, you may call the school office at 402-375-3150. Please return this form to: Wayne Community Schools, 611 West Seventh Street, Wayne, NE 68787 by September 1.

Compartir información con otros programas – Opcional

Estimado Padre / Tutor:
Para ahorrarle tiempo y esfuerzo, la información que proporcionó en su Solicitud de Comidas Escolares Gratuitas o de Precio Reducido se puede compartir con otros programas para los cuales su hijoa pueda calificar.
Para los siguientes programas, debemos tener su permiso para compartir su información. Enviar de esta forma no cambiará si sus hijos reciben comidas gratis oa precio reducido.

☐ ¡Sí! QUIERO que los oficiales de la escuela compartan información de mi Solicitud de Comidas Escolares para ayuda con la tarifa de Educacion de Conducir (segun los fondos disponibles).

☐ ¡Sí! QUIERO que los oficiales de la escuela compartan información de mi Solicitud de Comidas Escolares Gratis o Precio Reducido con el propósito de tocar un instrumento escolar en el Programa de Banda (si hay uno disponible) en las Escuelas Comunitarias de Wayne.

☐ ¡ Sí! QUIERO que los oficiales de la escuela compartan información de mi Solicitud de Comidas Escolares Gratis o de Precio Reducido con la Oficina de Orientación con el propósito de solicitar becas y / o exonerar las tarifas de las pruebas (si corresponde).

☐ ¡Sí! QUIERO que los oficiales de la escuela compartan información de mi Solicitud de Comidas Escolares Gratis o de Precio Reducido con el Departamento de Tecnología con el propósito de eliminar la tarifa del usuario de un Libro Chrome.

☐ ¡Sí! QUIERO que los oficiales de la escuela compartan información de mi Solicitud de Comidas Escolares Gratis o de Precio Reducido con el propósito de eximir las cuotas de membresía de FFA, FCCLA u otra organización (por favor, haga una lista).

Si marcó "sí" en alguno de los recuadros anteriores, complete el siguiente formulario para asegurarse de que su información se comparta con el / los niño / s que se detallan a continuación. Su información será compartida solo con los programas que marcó.

Nombre de estudiante: _____ Escuela: _____

Nombre de estudiante: _____ Escuela: _____

Nombre de estudiante: _____ Escuela: _____

Nombre de estudiante: _____ Escuela: _____

Firma de Padre/Guardian: _____
Fecha: _____ Nombre impreso: _____
Direccion: _____

Para mas informacion, puede llamar a la oficina de la escuela al 402-375-3150. Por favor devuelva este formulario a: Wayne Community Schools, 611 West Seventh Street, Wayne, NE 68787 by September 1.

WAYNE JR./SR. HIGH SCHOOL
LEARNING FOR LIFE

PARENT AUTHORIZATION – PUBLICITY 2026-2027

Publicity, including articles in newspapers, magazines, social media (Twitter & Facebook) and photographic slides can be of great benefit in enlisting support to extend special services to students. Any pictures taken of this student will be under the supervision of the teacher or administrator of the school and the use of such pictures determined and designated by them.

____I hereby agree that _____ may be photographed for publicity.
(Name of Student)

____ No publicity for _____(Name of Student).

_____
Parent/Guardian Signature / Relationship to Student

_____
Address / City / Zip

_____
Date

AUTORIZACION de PADRES Para el Uso de PUBLICIDAD

Publicidad es un término que incluye artículos en los periódicos, revistas, medios de comunicación social (Twitter y Facebook) y fotografías puede ser de gran beneficio cuando pedimos apoyo para dar ciertos servicios a los estudiantes. Cualquier fotografía que es tomada del estudiante está bajo la supervisión del maestro o del administrador de la escuela y el uso de estas fotografías es determinado y designados por ellos.

___Estoy de acuerdo que mi hijo/a _____ pueda ser fotografiado/a para uso de publicidad. (Nombre del estudiante)

___NO publicidad para _____ (Nombre del estudiante)

_____
Firma del Padre / Guardián Relacion al Estudiante

_____
(Dirección / Ciudad / Código Postal)

_____
Fecha

STUDENT-PARENT HANDBOOK OF WAYNE JR/SR HIGH SCHOOL 2026-2027

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Principals' Message

Dear Parents and Students of Wayne Jr./Sr. High School:

Welcome to the 2026-2027 school year. We are excited and honored to serve as the principals of Wayne Jr./Sr. High School! All teachers and staff are excited to start a new year, and we are ready to continue the process of creating exceptional and effective learning opportunities while creating numerous memories. Together, with your support, input, and cooperation, we can offer the best possible programs and opportunities.

This handbook should serve as a source of information and will guide you throughout the year. All students and parents should become thoroughly acquainted with the contents of this handbook. It contains general information and explains the rules and regulations of our school. These rules and regulations are not intended as a means of restricting your rights or freedom, but to insure the best possible educational experience is available to all students through supporting you in your efforts to learn and exhibit those which are appropriate.

Success is dependent on us working together as a team. If we work together, nothing can prevent us from being a top-performing school that provides outstanding educational opportunities for every student, every day and being a source of pride for and an asset to our community. If we work together, nothing can prevent us from preparing all students to pursue their goals for the future. Have a great and safe year at Wayne Jr./Sr. High School!

School is most effective when built on collaboration between the parents, students, and staff.

Sincerely,

Mr. Russ Plager, Sr. High School Principal
Mr. David Wragge, Jr. High School Principal

Wayne Jr./Sr. School Student-Parent Handbook
2026-2027 School Year

Foreword

Section 1 Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Wayne Community Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Section 2 Members of the Board of Education

Name	Contact Information
Jaime Manz, President	jamanz1@waynebluedevils.org
Justin Davis, Vice President	judavis1@waynebluedevils.org
Deb Daum, Secretary/Treasurer	dedaum1@waynebluedevils.org
Brent Pick	brpick1@waynebluedevils.org
Sylvia Ruhl	syruhl1@waynebluedevils.org
Jodi Pulfer	jopulfe1@waynebluedevils.org
Lynn Junck	lyjunck1@waynebluedevils.org

Section 3 Administrative Staff

Name	Position	School	Contact Information
Mark Lenihan	Superintendent		malenih1@waynebluedevils.org (402) 375-3150
Russ Plager	Principal	Wayne High	ruplage1@waynebluedevils.org 402) 375-3150
David Wragge	Principal/Activities Director	Wayne Jr. High	dawragg1@waynebluedevils.org (402) 375-3150
Misty Beair	Special Education Director	Early Learning Center	mibeair1@waynebluedevils.org (402) 833-1450

Section 4 Teaching Staff - Wayne Jr./Sr. High School

Name	Department
Jilliane Allemann	Science
Tracy Anderson	Vocal Music
Terry Beair	Physical Education
Jeanne Brink	Science
Berkly Brummond	Social Sciences
Anthony Cantrell	Industrial Technology
Michelle Claussen	Mental Health
Molly D'Agosta	ELL
Jacob Daum	Special Education
Diana Davis	Business Education
Christa Dutcher	Spanish
Michaela Fehringer	Math/English
Doug Glackin	Math
Maggie Gubbels	Special Education
Jewel Harpham	9-12 Counselor/Behavioral Point of Contact
Kara Heithold	Speech Therapist
Adam Hoffman	Math
Amy Jackson	Art
Josh Johnson	Social Sciences
Rachel Kerby	School Psychologist
Kiley Koch	Business/Spanish
Grace Longe	English
Kristine Muir	English
Makenna Nelson	Math/English
Erin Oldemeyer	Industrial Technology
Julie Osnes	Library/Media
Tyler Prauner	Social Sciences
Toni Rasmussen	Ag Education/FFA
Morgan Reynolds	Math
Aaron Rudloff	Physical Education
Kelsey Schroeder	Special Education
Terran Sievers	Science
Vicki Smith	Science
Tiyah Spaans	7/8 Counselor/Behavioral Point of Contact
Dwaine Spieker	English
Alina Surber	Family & Consumer Science
Jason Trautman	English
Alex Wieland	Instrumental Music
Abby Wragge	Nurse

Section 5 Support Staff

Name	Position
Deb Daum	Superintendent Assistant
TBA	High School Assistant
Wendy Heikes	Junior High/Athletic Assistant
Michelle Ekberg	School Counselor Assistant
Darian Stoltenberg	Business Manager
Nicole Rager	Assistant Bookkeeper
Teresa Tiedtke	Food Service Manager
Ben Promes	Technology Director
Jordan Widner	Director of Maintenance

Section 6 School Calendar

See 2026-2027 School year calendar printed on the back cover.

Section 7 District Expectations/Character Traits/K-12 Rights and Responsibilities

District Expectations

BE RESPONSIBLE/ BE PREPARED	• **Be on time** • **Be ready to learn** • **Have assignments complete and ready to hand in** • **Have needed tools – pencils, colors, etc.**
BE RESPECTFUL	• **To self** • **To others** • **To property**
BE SAFE/DO THE RIGHT THING	• **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**

Character Traits

1: Respectful
2: Responsibility
3: Honesty/Trust
4: Caring/Fairness
5: Perseverance
6: Self-Discipline
7: Courage
8: Citizenship

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.

Article 1 – Mission and Goals

Section 1 School Mission/Vision Statement

The Mission of Wayne Community Schools – "Wayne Community Schools is committed to the success of all students and the development of independent lifelong learners."

The Vision of Wayne Community Schools - "Learning for Life, Every Student, Every Day."

Wayne Community Schools' Value Statements - Wayne Community Schools values…
W – Working in Partnerships
C – Committing/Commitment to Excellences
S – Success in Life

Section 2 Goals and Objectives

The goals and objectives of the Wayne Community Schools are to provide:

1. A curriculum that is based on state standards; comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.
2. An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.
3. Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.
4. A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest in reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.
5. Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.
6. Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff

and students in achieving goals and fulfill other functions supportive of quality learning.

7. A systematic ongoing process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.
8. A school system that demonstrates accountability to the school community. School staff periodically assesses and reports student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.
9. School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.
10. A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.
11. An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.
12. A welcoming environment for parents and the community.

Section 3 Mutual Respect

The Wayne Community Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Section 4 Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. <u>Complaint procedure</u>

Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.

Step 2. Address the concern to the principal if the matter is not resolved at Step 1.

Step 3. Address the concern to the superintendent if the matter is not resolved at Step 2.

Step 4. Address the concern to the board of education if the matter is not resolved at Step 3.

2. <u>Conditions Applicable to All Levels of Complaint Procedure</u>

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Article 2 – School Day

Section 1 Daily Schedule – Jr/Sr High School
Regular school hours are 8:01 a.m. to 4:00 p.m. with students attending classes from 8:05 a.m. to 3:35 p.m.

See back cover for Regular and Advisory Bell Schedules - Appendix pages M-N.

Section 2 Severe Weather and School Cancellations
The superintendent may close public schools in case of severe weather. Representatives of the superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. 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 Blackboard connect phone messages will also be sent when necessary.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. Parents should have a plan in place to accommodate these circumstances.

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning. Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions. The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 3 Open-Closed Campus
All students are required to remain on campus during the school day, with the exception of grades 11 and 12 who are allowed to leave campus during lunch with written parent permission.

Grades 7-10: Campus will be closed to all students in grades 7-10.

Grades 11-12 Open Campus: In order to drive or walk off campus during the lunch period, a student must have parental/guardian and administrative permission. The student may walk or drive to a location of their choosing over the lunch period. If permission is given, the student must get a permit from the office. There can only be up to four students in a vehicle. **If a student has a learner, school, or provisional operator's permit, you must follow Nebraska State Law to determine if passengers are allowed in the vehicle.** Any student abusing the privilege will lose it and/or be subject to disciplinary actions. Students that choose to walk must be within 5 blocks of the school. **When students return to school, they must report to the cafeteria. Loitering in the parking lot and roaming the halls may be subject to disciplinary action.**

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Section 4 School Meals

School meals may be purchased each day by Jr./Sr. High School students. Meal prices are set annually before the school year begins. Meal prices will be posted in the school newsletter, on the monthly menu, on the school website, and in The Wayne Herald newspaper. Students may deposit money in their meal accounts between the times of 7:30 and 8:04 a.m., and between first and second period. Families can also deposit money in their meal account utilizing the online Wordware program. Students who bring sack lunches are to eat in the Commons. Milk may be purchased separately to drink with a sack lunch. **Food or drinks from outside school 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 state: "Under Federal law, 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** $25.00. At that time, students will not be allowed to eat school meals. Once a positive account balance is established, students will be allowed to resume eating school meals. Families will be sent a statement by mail (every Wednesday) when their balance reaches **negative** $10 or more. A call from the school office will be made when an account reaches **negative** $25.00.

Families using the meal program may access their account information online. You can check your account balance at any time, and view two weeks' worth of meal 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, press the Technology button on the left side. Once there, press the Lunch Program button on the site.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400
Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Section 5 Supervision Responsibility Before/After School

Arrival at School/Dismissal from School

Students are expected to arrive at school no more than 30 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students**. Students will not be permitted to enter earlier unless the principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas. Early morning practices or club meetings may take place and will be under the supervision of the coach/sponsor.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention, etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.** Certain days on the calendar are "shortened days," meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Signing a Child In and Out of School

If a child is being signed out by a parent or guardian, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the principal and provide the principal with a copy of that order to maintain on file at the school.

Supervision at Dismissal

Students are expected to leave school within 10 minutes at the end of the day, unless they are participating in an extracurricular activity, or under direct supervision of a teacher or administrator.

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Section 6 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 Marshal.

Section 7 Wayne Community Schools Emergency Response Plan Managing Student Release to Parents/Guardians

General Emergency Information:

It is everyone's hope that there will never be a need to enact the following emergency procedures. Being prepared in the event of an emergency or disaster is a responsibility the Wayne Community Schools has to the students and families of our community, and is a responsibility that is taken very seriously. Thank you for taking the time to review this emergency information and these emergency procedures. All staff have been trained in the implementation of our Emergency Plan. Students have been trained through drills of various disasters.

Wayne Community Schools are well prepared to deal with emergency situations. A detailed Emergency Response Plan is in place for all staff to follow. Teams have been set up to handle the safety of the students and communication to the public.

If there is an emergency during the school day, the safety and well-being of the students will be the highest priority. Staff members are required by state law to serve as emergency workers, and staff will be on site to care for students, no matter how long it takes to reunite students with their families.

Certain situations may involve releasing students from school or relocating them at a time when parents expect their children to be at school. Such actions are authorized by the superintendent or principal only in times of extreme emergency.

Specific procedures, as described in this packet, are established to maintain a safe and secure environment during what will likely be a very stressful time. All parents/guardians will be asked to follow the direction of staff and volunteers. We ask that all individuals remain calm and patient. It is truly in the best interest of every child that all adults present in emergency situations are patient while cooperating with established emergency procedures.

In Case of Emergency
Please DO NOT call the school!
Listen to local radio and check social media for information: KTCH
Facebook: www.facebook.com/Wayne-Community-Schools
Twitter: Wayne Blue Devils@WayneSchools

To Prepare for an Emergency
- It is critical that parents/guardians keep the information for emergency contacts at the school office up-to-date.
- Parents/Guardians should confirm that the school has the current cell phone or other phone numbers to be used in case of an emergency.

Student Release
Certain situations may involve releasing students from school or relocating them to an alternate site. Such actions are authorized by the superintendent or principals only in times of extreme emergency.

Guidance for Parents
- Remain calm!
- Please DO NOT CALL THE SCHOOL!
- If telephone lines are operational, each school will notify parents/guardians, at the telephone number provided on the Emergency Form.
- DO NOT automatically rush to the school.

Guidance for Parents Involving Child Pick-up
- Parents/guardians will be notified when and where their child may be picked up.
- Please DO NOT park in the parking lots or directly around the schools. These areas are reserved for emergency vehicle parking.
- Students will be released to parents/guardians ONLY – Photo ID is required.
- Students will be out of sight to parents/guardians. Staff will bring your child to you. Please be respectful of this rule.
- Plan on picking up your youngest student first.
- Plan on the check-out procedure taking time – PATIENCE!

Thank you for your cooperation in this!

Article 3 – Use of Building and Grounds

Section 1 Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

Section 3 Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

Section 4 Lockers/Book Bags

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Book bags are to be used to carry books and school supplies to and from school. Book bags will not be allowed in classrooms. Book bags should never be stored on the floor outside a classroom, in front of a locker or in the lunch room during lunch hours.

Section 5 Searches of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
3. School officials may search offices and storage devices provided to or used by

employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.

4. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

Section 6 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 7 Use of Telephone

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. There is a courtesy phone available for student use in the office. Use of the phone is not an excuse to be tardy to class.

Section 8 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 9 Bicycles

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 10 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 11 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

Section 12 Accidents
Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the principal.

Section 13 Laboratory Safety Glasses
As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Section 14 Insurance
Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier.

Section 15 Bulletins Boards, Display Case and Posted Material
School bulletin boards, display cases, and posting areas are solely designated for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the Principal or designee.

Upon request, a professional employees' organization, as defined by state law, shall be granted reasonable access to the physical or electronic mailboxes of certificated employees for purposes consistent with state law and Board Policy. The Superintendent or designee may establish reasonable, content-neutral procedures governing the time, place, and manner of such access to ensure that school business is not disrupted and that the District maintains employee privacy. A professional employees' organization shall also be permitted to provide information to certificated employees, including at employee meetings or orientation sessions, subject to reasonable administrative scheduling and oversight.

Section 16 Copyright and Fair Use Policy
It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a

faculty member if there are any questions regarding what may be copied.

Section 17 Behavioral Points of Contact

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain more information about these resources, parents and/or students should contact their building principal. This information, as well as the District's behavioral points of contact, are also listed on the District's website.

Article 4 – Attendance

lSection 1 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 District will maintain an accurate record of student attendance.

Section 2 Attendance and Absences

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, typically require advance approval.
   - A. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
     - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent may be required to 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 (including physical or mental illness), court, death of a family member, or suspension.
     - (2) Other absences as determined by the principal or the principal's designee.
   - B. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
     - (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 vacations or other events that do not meet the criteria for a School Excused absence.
     - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

Tardy to School. Students will be considered tardy to school if they are not ready and attentive in their assigned area when the bell for their first class rings.

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Excessive tardiness to class will be reported to parents and the principal.

Consequence for Tardy.

a. 1st tardy – Warning
b. 2nd tardy – Seminar – fill out seminar sheet/parent email or phone call from teacher
c. 3rd tardy – Seminar – fill out seminar sheet/parent phone call from teacher
d. 4th tardy – Office Referral
e. **Every three tardies counts as an absence.**

Consequence for Skipping Seminar.

a. Skipped seminar - warning and reschedule seminar (Fill out seminar sheet)
b. Skipped rescheduled seminar – Office referral

If a student is more than 15 minutes late to a class, it will be counted as an absence.

Loitering: A student is in the building but not in their assigned room, and is gone for 15 minutes or more.

If a student goes home sick throughout the day, they should not attend any school activities the remainder of the day or evening.

Students in ISS/OSS may not attend, practice, or participate in any extracurricular activity on the day(s) of the suspension.

Leaving School or Class. Students who 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 are expected to sign in at the office. Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Consequences for Leaving School or Skipping Class: 1st Offense – Make up hours; 2nd Offense – Parent Meeting; 3rd Offense – Office Referral

Appeal for Credit. Students must appeal for credit after having more than ten (10) non-school related absences per semester. The student appeals to the Appeal for Credit Committee. The committee is made up of department chairs. Students will have three to four minutes to explain why they missed school. This committee and each student's teachers will decide if credit is granted or denied. Failure to appeal for credit may result in automatic loss of credit. A loss of credit will result in a 0 GPA for the course.

College Visits. Juniors and Seniors are allowed to make two college visits per year. These should be planned in advance and pre-makeup slips should be completed before the student leaves. These two absences will be classified as school activities and shall not be counted against the ten-day maximum.

Section 3 Absence Procedures

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.

1. 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.
    A. Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 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.

B. 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.

C. 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.

2. Reporting and Responding to Excessive Absenteeism. Any District staff member or board member 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 Superintendent's designee to be the 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. The school shall render all services in its power to compel such child to attend school.

3. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child. When a student continues thereafter to have absences of at least twenty days which are Not School Excused, one or more meetings will be held between the school, the child's parent or guardian, and the child, when appropriate, to 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 include, if agreed to by the person who is responsible for making educational decisions on behalf of the child, an educational evaluation to determine whether any intellectual, academic, physical, or social-emotional barriers are contributing factors to the lack of attendance. The plan shall also consider, but not be limited to:
   (a) The physical, mental, or behavioral health of the child.
   (b) Educational counseling;

(c) Referral to community agencies for economic services;
(d) Family or individual counseling; and
(e) 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.

4. Reporting Excessive Absenteeism to the County Attorney. The school may report to the county attorney of the county in which the person having control of the student 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) unexcused absences per school year. The school shall notify the child's family in writing prior to making the referral to the county attorney. Illness (including physical or mental illness) that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. Absences due to illness, including physical or mental illness, that make attendance impossible or impracticable, and that are documented by a credentialed health professional, shall not be the basis for referral to the county attorney. In cases of chronic illness, such documentation will be reviewed each semester.

Section 4 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher.

Any student absent from school for two days or more may call the principal's office (before 10:00 a.m. of the second day) and pick up assignments after 3:35. As a general rule each teacher determines the amount of time given to make up work following absence from school. It is recommended that work be made up in a 7-10 day period. Assignment sheets will be sent only for extended absences such as chicken pox, hospitalization, or other prolonged illnesses. If parents or students have concerns prior to the two (2) days, they are encouraged to contact individual teachers.

Section 5 Attendance is Required to Participate in Activities

All extracurricular participants must be in attendance at school the immediate ½ day school is in session prior to the contest or practice (exceptions may be made for extenuating circumstances, such as doctor/dentist appointments, funerals, or family emergencies). Before school practices require a student's attendance immediately following the before school practice. A student failing to report to classes following a before school practice will incur an unexcused absence. All participants must be in school during the a.m. following a weeknight activity to attend practice that day. Students who miss on Friday afternoon may be eligible for Saturday extracurricular activities.

Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A "school activity" includes athletic contests, practices and dances. Failure to attend will result in a student being withheld from participation in the activity.

Section 6 Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of truancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the superintendent. The superintendent shall immediately cause an investigation into any such report to be made. The superintendent shall also investigate any case when, based on the superintendent's personal knowledge or based on a report or complaint from any resident of the district, the superintendent believes 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 remediate the child's truant behavior.

Article 5 – Scholastic Achievement

Section 1 Grading System

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

A	4.0	95-100		C	2.0	78-81
A-	3.7	93-94		C-	1.7	75-77
B+	3.3	90-92		D+	1.3	72-74
B	3.0	87-89		D	1.0	68-71
B-	2.7	85-86		D-	.7	65-67
C+	2.3	82-84		F	0	Below 65

Each teacher will define the grading procedures to be used in their classes.

Section 2 Graduation Requirements

To participate in commencement exercises or receive a Wayne Community Schools' diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from Wayne High School, a student must have earned a minimum of 225 semester hours credit in grades 9 through 12 inclusive. A minimum of 40 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

Satisfactory completion of the following courses must be presented in the candidate's record:

English	40 semester hours
Social Sciences	30 semester hours
Science	30 semester hours
Math	30 semester hours
P.E. and Health	10 semester hours
Fine Arts	10 semester hours
Computer Science & Technology	5 semester hours
Personal Finance	5 semester hours
Electives	65 semester hours
Total	225 Semester Hours

Each student shall also complete and submit a Free Application for Federal Student Aid prior to graduation, unless the required opt-out form is completed by either: (10) the student's parent or legal guardian; (2) the Principal, if the Principal determines that good

cause exists not to require the student to compete the FAFSA; or (3) an emancipated student or student of at least 19 years of age.

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.

Section 3 Promotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

7th and 8th Grades – All students must pass all core classes during the school year to advance to the next grade level. If they do not pass a core class by the end of the school year, they may be required to take that class over in the summer using an online course option.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year. **Failing Class Protocol** – If students fail a class, it is our standard procedure for students to retake the failed class in person the falling school year. Exceptions can be made for students on 504s, IEP, or at the principal's discretion to regain credits via online.

Section 4 Schedule Changes/Course Withdrawals

This is done first semester within the first week of classes. Second semester changes are made during the two weeks prior to the start of second semester. Students needing schedule changes should notify the principal. Schedule changes must be initiated by the teachers involved, the principal or counselor, and the student's parent. Final approval of all schedule changes will be made by the principal only. All students will be offered one study hall. Principal approval is required to add an additional study hall.

Course Withdrawals - A student may withdraw from a class during the first two weeks of the first and third quarter if they are enrolled in a full schedule of classes (i.e. eight during an eight-period day) and have parental and school approval. No official grade or credits will be issued. Withdrawal from a course beyond the change of schedule time period (two weeks each semester) for students enrolled in less than a full schedule of classes (seven or fewer), will result in a failing semester grade being placed on the transcript and no credits issued. Any student withdrawing from a class after two weeks into a semester will be

issued a failing semester grade and no credits. In all cases, approval to withdraw from a course must be given by parents and school officials.

Section 5 Interim Reports
Various supplemental reports may be made available to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Section 6 Report Cards
Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

Section 7 Parent-Teacher Conferences
Parent-teacher conferences will be held towards the end of the 1st quarter of school. 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.

Section 8 Honor Roll
Students are eligible for selection to the honor roll by earning a grade point average (GPA) of 3.00 and above, with no grade of D+ or lower.

Grades will be totaled according to the scale and divided by the total courses scheduled to determine his/her status for Honor Roll. All courses a student takes are used to determine Honor Roll with the exception of Flags and Driver Education. All above requirements are invalid should a student not be scheduled for a minimum of four (4) class periods per quarter. Honor Roll will be tabulated on a quarterly (9 week) basis by the School Counselor and is released to the news media as early as possible. Semester grades are not used for Honor Roll purposes, but they are calculated to determine GPA. All grades, with the exception of Flags and Driver's Education, are calculated in the GPA.

Section 9 Determining Valedictorian and Salutatorian
Valedictorian will be the senior who has the highest cumulative class percentage. If two students are tied for Valedictorian, their highest ACT scores shall be used to break the tie. If there is a tie for Valedictorian, there will be no Salutatorian. If a tie exists for Salutatorian, the student's highest ACT scores will be used to break the tie. The Valedictorian and Salutatorian must be a full-time student for a minimum of two full school years.

Section 10 National Honor Society
The National Honor Society chapter of Wayne Community School is a duly chartered and affiliated chapter of this prestigious national organization.

The Wayne High School chapter is a chartered member of the national organization sponsored by the National Association of Secondary School Principals. Standards for selection are established by the national office. The purpose is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Wayne High School. By joining

the Society, the member needs to understand he/she is subjecting him/herself to a higher standard of behavior. Admission is an honor given to students. It is not a right and is not something which can be earned. It is intended to be an award to recognize the combination of outstanding scholarship, character, leadership, and service. Neither student, faculty members, nor parents are permitted to take the initiative by lobbying for admission of a particular student. Those who qualify will be considered, and those elected will be "tapped" for membership. The formal process begins during the last semester of the junior year when students with a grade point average of 3.5 and above are invited to complete the Student Activity Form. An example can be found on the school website. This form serves as a record of the student's honors, leadership experiences, and participation in school activities and community service. A committee reviews the forms and selects students for membership.

Probationary candidates are introduced at the spring Honors Convocation and inducted at a formal ceremony in the fall. Once inducted, new members are expected to maintain the same (or higher) level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation in the chapter service project(s). The faculty council follows the rules of due process for members whose conduct is questionable. The member may be sanctioned or removed for breaking civil laws, school policies, or training rules.

Section 11 Academic Integrity

A. Policy Statement

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

B. Definitions

The following definitions provide a guide to the standards of academic integrity:

1. "Cheating" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
   (a) Tests (includes tests, quizzes and other examinations or academic performances):
      (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
      (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
      (3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the

student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper: Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

C. Sanctions

The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or principal will notify the student's parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

D. Artificial Intelligence (Board Policy 6288)

Impermissible Uses of Artificial Intelligence in School Assignments: Unless otherwise permitted by this Policy, students may not use artificial intelligence or related platforms to assist or complete any assignment, project, test, or other school-related task. The impermissible use of artificial intelligence may subject the student to discipline in accordance with the District's plagiarism policy and academic dishonesty rules.

Section 12 College Classes (High School Only)

A student who has completed 110 semester hours of high school work (50% required for graduation) may apply for admission to certain Wayne State College classes. Admission should not interfere with the requirements for high school graduation, and the student must be enrolled for no less than 20 hours per semester. College classes may not be taken in lieu of any requirements for graduation from high school. High school credit cannot be awarded to a student for completion of college course work. Students enrolling in college classes should register for more than one class or register for a lab class to allow for daily attendance. All fees for college courses are at student expense. Federal financial aid is not available prior to high school graduation. Information regarding application for admission, which college classes are open to high school students, tuition fees, testing procedures, etc., are available in the guidance office.

Dual Credit: Classes offered by Wayne High School. Classes may be taken at Wayne High School with certified staff or on the college campus. Students earn credits for high school and college. All classes will appear on transcripts. *Students are responsible for all fees.

College Credit: Classes not offered at Wayne HIgh School. All classes need to be approved by the counselor and/or administration. Students earn credits for college ONLY. Classes DO NOT appear on high school transcripts. *Students are responsible for all fees.

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?
Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit
A student verified as having autism, emotional disturbance, deaf-blindness, developmental delay, hearing impairments, intellectual disability, multiple impairments, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?
Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Child Find
The Board of Education, at Wayne Community Schools, District 17 wishes to reaffirm its position that all children ages 0-21 in the Wayne Community School District, regardless of their handicapping condition, are entitled to a Free Appropriate Public Education and an equal opportunity for education according to the individual's needs.

The Board assumes the responsibility to assure that handicapped children are identified, evaluated and verified, and are provided or contracted for program services for all resident handicapped children who benefit from such programs. If you have a child or know of a child which may require special education please contact Misty Beair, Special Education Director, at (402) 833-1450.

Special Education Placement
The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information
Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special

education appeal procedures) may contact the Special Education Director. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: http://www.nde.state.ne.us/SPED/sped.html.

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. "Section 504 is a federal anti-discrimination law that prohibits school districts from discriminating against students with disabilities. A student may be identified with a disability under Section 504 if the student has a physical or mental impairment that substantially limits one or more major life activity, included but not limited to learning. the school district has specific responsibilities under Section 504, including the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If you believe your child may qualify for services under Section 504 please contact your building principal."

Section 3 School Counseling Services

Wayne Community Schools employs school counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

Section 4 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, pink eye, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

The student must be fever free without medication for 24 hours before returning to school. They must also stay out of school 24 hours from last episode of vomiting or diarrhea.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan. Any new medication must first be given at home to monitor for adverse side effects.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to no more than a 30 day supply.

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, students are not permitted to have medicine in their possession while at school. Students may carry some types of medications if pre-approved by their physician and school officials. Other medicines should be kept in the nurse's or building office.
2. Prescription 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 any occasionally used 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.

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices. **Unimmunized students may be excluded from school in the event of a disease outbreak.**

Summary of the School Immunization Rules and Regulations
For 2026-2027 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school-based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: http://dhhs.ne.gov/Pages/reg_t173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) Updated 01/26/2018

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of

birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts. The Academy of Pediatrics no longer considers head lice as a health issue or a reason to exclude children from school.

1. If live head lice are discovered on a child the parent will be called and informed. The school then assumes that the parent will treat the child that day after.
2. Written treatment information and instructions will be made available to parents upon request. (including how to check for head lice*.)
3. A child who has been identified with live lice will be able to return to school after treatment.
4. Families are encouraged to report head lice to the school health office.

*Nit removal will be emphasized for effective management of the condition. For more information, call the nurse at your child's school.

Section 5 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

Behavior on School Buses

I. **General Conduct Rules Apply**: While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

II. **Special Conduct Rules for Riding School Buses**:

A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.

7. Do not throw any object.
8. No eating, drinking, use of tobacco, electronic nicotine delivery systems, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

III. Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

IV. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Article 7 – Drugs, Alcohol and Tobacco

Section 1 Drug-Free Schools
The District implements regulations and practices which will ensure compliance with the federal Safe and 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. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Section 2 Education and Prevention
The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of federal law, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco or electronic nicotine delivery systems that includes e-cigarettes and vaping products.

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

Section 2 Forms of Student Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. 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 (5) 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 and 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, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing (i) the student's conduct, misconduct or violation of the rule or standard and; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.
    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. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

e. A student who is 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 (5) school days but less than twenty (20) school days. A student who is 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. The notice will include a description of (i) the student's conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school..

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. The notice will include a description of: (i) the students conduct, misconduct, or violation of the rule or standard; (ii) the reasons for the action taken; (iii) the actions taken by the school to attempt to address or alleviate the behavior prior to suspension; (iv) resources the school is able to provide or recommend to assist the student; and (v) how the school plans to address the behavior moving forward, including strategies to maximize the student's continued participation in school.

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 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. If the student is suspended pending the outcome of the

hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

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 offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. 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 (1) 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 19 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.

g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, a pre-kindergarten through second grade student shall not be suspended from school, unless the student (1) brings a deadly weapon onto school grounds, in a school vehicle, or to a school activity. Instead, or (2) engages in violent behavior capable of causing

physical harm to another student or school employee. In all other circumstances, the Principal or Principal's designee shall implement appropriate alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or may be expelled in accordance with this Policy's disciplinary procedures.

i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

   a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
   b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education. Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

      If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing may be held, upon a parent's timely request, and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline. Administrative and teaching personnel may 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 be limited to, detentions, 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.

   Students that have two or more classes below seventy percent will be required to stay after school in a study hall from 2:00-3:00 p.m. every Wednesday we have a 2:00 p.m. dismissal. This report will be run on Tuesday morning to determine if

they need to stay for study hall. The principal will use his discretion when needed to determine if this intervention is needed.

Consequence for Skipping After School Study Hall:
a. 1st Offense-Make-up The Study Hall (One Hour)
b. 2nd Offense-Make-up Two Days of Study Hall (One Hour)
c. 3rd Offense-Office Referral

Section 3 Student Conduct Expectations

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

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

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event. Mandatory reassignment shall be subject to the same procedural requirements and protections as long-term suspension and expulsion.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority;
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended

to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;

8. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
15. Willfully violating the behavioral expectations for those students riding Wayne Community Schools' buses.
16. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one (1) calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) 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; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The superintendent may modify such one (1) year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security devices, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

B. Additional Student Conduct Expectations and Grounds for Discipline
The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students at Wayne Community Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

a. Clothing that shows an inappropriate amount of bare skin or underwear, or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
b. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
c. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
d. Head wear including hats, caps, bandannas, and scarves;
e. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
f. Clothing or jewelry that is gang related.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.

No school staff shall permanently or temporarily alter or cut a student's hair.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in this Policy.

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Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Cell Phones/Personal Electronic Devices

   a. Philosophy and Purpose. The District prohibits students from using their cell phones and other personal electronic devices during the school day. Cell

phones and personal electronic devices are disruptive to the educational process. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of cell phones and personal electronic devices, the District hereby establishes the following rules and regulations governing student use of cell phones and personal electronic devices, and procedures to address student misuse of their cell phone and personal electronic devices.

Students are allowed to bring their cell phones and personal electronic devices to school, however all devices must be stored in a student's academic school locker and must be turned off during school hours. The school is not responsible for any lost, stolen, or damaged cell phones and personal electronic devices. Students may not store their devices in their Athletic/Physical Education lockers. Students may not use their devices during the school day (8:00-3:35) unless they have permission from a school administrator. During the school day, the only electronic devices that may be used by a student are the school issued electronic devices. In case of an emergency, a student will be allowed to use their phone in the office.

b. Violations. Violations of the cell phone/personal electronic device policy will be dealt with in the following manner:

(1) **First violation** - The device will be confiscated by the staff member, and given to the principal. The student will be able to pick-up their device after school, after a conference with the principal.

(2) **Second violation** - The device will be confiscated by the staff member and given to the principal. On the second offense, a parent will be contacted and the parent will be required to pick-up the device from the principal.

(3) **Third violation** - The device will be confiscated by the staff member and given to the principal. The student will serve a One-day In School Suspension (ISS), and the parent will be required to pick-up the device from the principal. The device will remain in the principal's office until the parent picks up the device from school (even if the parent cannot come to school that day).

Further violations of this policy, and/or an unwillingness to turn in the device when requested by a staff member will be considered insubordination, and will be dealt with accordingly per handbook policy that could lead up to a short or long term suspension or expulsion.

Coaches and sponsors may develop their own expectations in addition to these rules for team activities, such as bus trips, practices, camps, and so forth.

Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

3. Responsibility for Electronic Devices.
Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

4. Penalties for Prohibited Use of Electronic Devices
Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
   a. Students found in possession of a "sexting" message shall be subject to one (1) day suspension from school.
   b. Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

5. Reporting to Law Enforcement
Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

6. Harassment and Bullying Policy: One of the missions of Wayne Community Schools is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation and harassment are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

"Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not

necessarily from a standpoint of perceived power. Harassment is prohibited.

Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

7. Initiations, Hazing, Secret Clubs and Outside Organizations
   a. Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

      The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.
   b. Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

   c. Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

   d. Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

8. 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:

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

9. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.

a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
b. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.
c. Students are expected to bring all books and necessary materials to class. This includes study halls.
d. Assignments for all classes are due as assigned by the teacher.
e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
g. Students are to be in their seats and ready for class on the tardy bell.
h. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
i. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
j. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
k. Snow handling is prohibited.

10. Network, E-Mail, Internet and Other Computer Use Rules:
    a. General Rules:
        (1) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
        (2) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such

utilization.

(3) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.

(4) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(5) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

b. Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The superintendent, or the superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

(1) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.

(2i) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).

(3) Users shall not use or try to discover another user's account or password.

(4) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

(5) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(6) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

(7) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(8) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

(9) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
(10) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
(11) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

c. Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

(1) Be polite. Do not become abusive in your messages to others.
(2) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
(3) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
(4) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
(5) All communications and information accessible via the network should be assumed to be private property of others.
(6) Do not place unlawful information on any network system.
(7) Keep paragraphs and messages short and to the point. Focus on one subject per message.
(8) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
(9) Other rules may be established by the network administrators or teachers from time to time.

d. Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

e. Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

11. Risks of Social Networking:
The purpose of this message is to give our students information about the risks of using social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you post on a social network may affect you years later.

What you post on social networks may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social network sites.

Here are some common sense guidelines that you should follow when using social networks and the Internet in general:

- Don't forget that your profile on social network forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. Avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger.

We urge all students to follow these common-sense guidelines.

Section 4 Reporting Student Law Violations:

A. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration

with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

B. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse; in which case the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Article 9 – Extracurricular Activities - Rights, Conduct, Rules and Regulations

Section 1 Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 2 Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct
Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FFA, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities. A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct. The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

A. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

B. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.

C. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.

D. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.

E. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.

F. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.

G. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

H. Public indecency.

I. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.

J. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

K. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.

L. Repeated violation of any of the school rules.

M. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

N. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.

O. Willfully violating the behavioral expectations for those students riding Wayne

Community School buses or vehicles used for activity purposes.

P. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.

Q. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.

R. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.

S. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.

T. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

This Code of Conduct, and all school, coach, and sponsor level codes of conduct for extracurricular activities, are to be interpreted in accordance with free speech rights. Using social media sites, even while not on school grounds or at a school activity, to engage in conduct or speech that constitutes bullying, harassment, threats, advocates or depicts illegal activity (e.g., illegal drug use, alcohol use, or sexual activity), or causes a substantial disruption to school activities (or is reasonably forecast to create a substantial disruption) may result in discipline, including suspension or removal from the team or the activity, subject to free speech rights. These activities are to be reported to school administration. Consequences will be determined by coaches, sponsors and/or administration.

Drug and Alcohol Violations

Meaning of Terms

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

A. Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and

B. Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them.

For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Consequences
Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug, alcohol, tobacco, and criminal activity violations on the student participants, other students and the school, the following consequences are established for such violations:
Drugs and Alcohol
An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

A. First Violation:
   1. Non-self-reported – 30 calendar days or 3 NSAA events. The more severe of the options will be enforced. Non-NSAA activities shall miss the next 30 calendar days of school activities.
   2. Self-reported (within 48 hours of incident) - 21 calendar days or 3 NSAA events. The more severe of the two options will be enforced. Non-seasonal activities shall miss the next 21 calendar days of school activities.

B. Second Offense:
   1. Non-self-reported – 60 calendar days or 6 NSAA events. The more severe of the two options will be enforced. Non-NSAA activities shall miss the next 60 calendar days of school activities.
   2. Self-reported (within 48 hours of incident) – 42 calendar days or 6 NSAA events. The more severe of the two options will be enforced. Non-NSAA activities shall miss the next 42 calendar days of school activities.
      a. Successful completion of a treatment program at the expense of the student's family the consequence is 40 calendar days.

C. Third Offense
   1. Non-self-reported – One full calendar year to date.
   2. Self-reported (within 48 hours of incident) – six calendar months to date and successful completion of a treatment program at the expense of the student's family.

D. Fourth Offense
   1. Remainder of high school career.

Reduction for Participation in Chemical Dependency Program: The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be

suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

A. First Violation: 45 consecutive days.
B. Second or Any Subsequent Offense: One calendar year.

When Suspensions Begin. All suspensions begin after the determination by school officials of the sanction to be imposed. Calendar days are considered between the first fall practice date established by NSAA and the final NSAA spring championship. Summer dates will only be included if a school event is scheduled and the student is a participant. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

A. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
B. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Self-Reporting. A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process. The self-report must be made within 48 hours of the incident.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

A. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
B. When a student is convicted of a criminal offense. Conviction includes, without limitation, a conviction, a plea of no contest and an adjudication of delinquency by a juvenile court.
C. When a student admits to violating one of the standards of the Code of Conduct.

D. When a student is accused by school personnel of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.

E. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

A. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.

B. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.

1. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
2. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

C. Notice Letter. Within two (2) school days (two (2) business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The student and parents or guardian will be informed of the opportunity to request a hearing.

D. Informal Hearing Before Superintendent. The student or student's parent/ guardian may request an informal hearing before the Superintendent by sending a written request to the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.

1. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
2. The request for a hearing must be received by the Superintendent's office within five (5) days of receipt of the notice letter.
3. If a hearing is requested:
    a. The hearing will be held within ten (10) calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
    b. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
    c. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days (ten (10) calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
    d. A record of the hearing (copies of documents provided at the hearing

and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

E. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.
F. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

A. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four (4) or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
B. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
C. On the day of a contest, performance or other activity, be in attendance at school the immediate one-half day school is in session prior to the contest or practice.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments, funeral or family emergencies. The exception must be approved by the Principal or Athletic Director. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Eligibility criteria for part-time students is governed by Policy 5004, NSAA bylaws, and state law.

Section 4 Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

A. Be enrolled in at least 20 credit hours in the semester of participation at Wayne Jr/Sr High School.

B. A student who is not performing at **70% in three or more** classes at weekly reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until they meet the criteria.

C. Academic requirements do not apply to: (A) Instructional field trips which are a part of the scheduled course learning experience; or (B) Activities or events which are part of the student's grade requirements.

D. Exempt/home school students only: Wayne Jr/Sr High will follow the NSAA bylaw 2.5.1: Exempt or home school student from authorized Rule 13 schools must be continuously enrolled in a minimum of ten (10) credit hours of

instruction per semester at the school of the student represents in interscholastic competition.

Eligibility criteria for part-time students is governed by Policy 5004, NSAA bylaws, and state law.

All extracurricular participants must be in attendance at school the immediate ½ day school is in session prior to the contest or practice. Before school practices require a student's attendance immediately following the before school practice. A student failing to report to classes following a before school practice will incur an unexcused absence. All participants must be in school during the a.m. following a weeknight activity to attend practice that day. Students who miss on Friday afternoon may be eligible for Saturday extracurricular activities.

All persons participating in athletics, cheer or dance squad must be examined by a physician prior to practice or participation in any sport. A doctor's examination card and a parental permission slip must be filed with the coach before the opening day of practice. Students must be covered by athletic insurance or must sign an insurance waiver to free the school of liability due to injury, etc.

Section 5 Extracurricular Activities

Athletics
The athletic program is designed to build character, a sense of sportsmanship and fair play and athletic skills. Inter-school competition on the varsity level is held in football, girls and boys golf, girls and boys cross-country, girls and boys basketball, girls and boys track, volleyball, wrestling, baseball, softball, girls and boys bowling.

Cheerleading
Auditions are held at the end of each school year. The group performs at Wayne High athletic events to promote school spirit. Participants will be held accountable under the same NSAA and school regulations as apply to all extracurricular participants.

Dramatics
The Drama Club is open to qualified students who desire to participate in drama productions. Traditionally, one-act plays have been performed.

Family, Career and Community Leaders of America (FCCLA)
FCCLA is a national career and technical student organization for young men and women in Family and Consumer Sciences education. FCCLA members make a difference in their families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences education. Chapter projects focus on a variety of youth concerns, including teen pregnancy, parenting, family relationships, substance abuse, peer pressure, environment, nutrition and fitness, teen violence, and career exploration. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life -- planning, goal setting, problem solving, decision making, and interpersonal communication -- necessary in the home and workplace. By focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through: character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation. FCCLA is open to all students in grades 7-12 who have taken at least one FCS course during their school experience. There is a separate junior high and senior high chapter. (FCCLA, 2019)

Future Business Leaders of America (FBLA)
Future Business Leaders of America (FBLA) is a national association of more than 250,000 intermediate, high school and post-secondary students interested in becoming more

successful in the business world. Membership in FBLA helps you learn about business and what will be expected of you in the workplace. You discover the secret of being able to talk confidently with prospective employers, and experience chances to test your business skills at state and national competitions. Through FBLA, you learn to lead and participate in group discussion, preside at meetings and conferences, work within committees, and engage in practical decision-making and problem solving. There is much satisfaction in belonging to a group that is not afraid to have fun as it prepares for the world after school. Open to students from grades 9 through 12. You do not have to be in a business class to join the organization.

Spanish Club
Membership is open to any student enrolled in a Spanish class, or to any student who has previously taken Spanish. The purpose of this club is to develop further interest in the Spanish languages and culture.

Instrumental Music
The instrumental music department offers the student an opportunity to develop in all phases of musicianship. Opportunities are offered in instrumental technique and music appreciation through performance ensemble and solo work. A varsity band, jazz band, and cadet band are offered to students who qualify.

National Honor Society
The Wayne High School chapter is a chartered member of the national organization sponsored by the National Association of Secondary School Principals. Standards for selection are established by the national office. The purpose is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of Wayne High School. By joining the Society, the member needs to understand he/she is subjecting him/herself to a higher standard of behavior. Admission is an honor given to students. It is not a right and is not something which can be earned. It is intended to be an award to recognize the combination of outstanding scholarship, character, leadership, and service. Neither student, faculty members, nor parents are permitted to take the initiative by lobbying for admission of a particular student. Those who qualify will be considered, and those elected will be “tapped” for membership. The formal process begins during the last semester of the junior year when students with a grade point average of 3.5 and above are invited to complete the Student Activity Form. An example can be found on the school website. This form serves as a record of the student’s honors, leadership experiences, and participation in school activities and community service. A committee reviews the forms and selects students for membership. Probationary candidates are introduced at the spring Honors Convocation and inducted at a formal ceremony in the fall. Once inducted, new members are expected to maintain the same (or higher) level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation in the chapter service project(s). The faculty council follows the rules of due process for members whose conduct is questionable. The member may be sanctioned or removed for breaking civil laws, school policies, or training rules.

Speech Club
Speech Club is open to those students who wish to improve skills of speaking, interpretation, oral reading, persuasion, and formal debate. Entries in invitationals and district speech contests are generally in the spring. NSAA rules of eligibility apply.

Student Council
The Student Council provides an important communications link between the student body and the administration of the school. Membership on the Council is composed of students elected by their class or organization. Eligibility for membership includes doing satisfactory work in at least four (4) classes weekly. A president and vice-president serve as officers of the Council, and meet regularly with the sponsor and/or principal to discuss school problems, changes, improvements, or the likes and dislikes of students. Students who have

questions or recommendations about the general welfare of the student body should address these concerns to their representatives on the Council, who will in turn proceed in a democratic manner to answer or resolve the issues presented.

Vocal Music
Varsity Choir provides an opportunity for students who enjoy singing. Vocal ensembles are also formed each year. Jazz Choir is open to selected individuals and meets before school.

W Club
The W Club is an organization for any student interested in athletics. The purpose of this club is to promote good sportsmanship, fair play, and leadership through competition.

Yearbook Staff
Students, during a scheduled class period, under the supervision of the faculty advisor produce the high school yearbook. The purpose of the yearbook is fourfold: to be a memory book; to tell a complete history of one year of school life; to give some worthwhile training and experience to the student staff members; and to build good will for the school by providing a picture of the school's comprehensive program. The staff is organized into the areas of editorial, business, and photography, and does all of the organizing, writing, selling, typing, photographing, developing, and printing of pictures. Students interested in this activity can begin working on the staff as soon as they enroll in high school. Staff applications are taken each spring; enrollment is limited.

Social Activities
All student parties, dances, or other social activities must be planned by a recognized student club or organization under the sponsorship of a certified employee of the school district. Such activities must be approved by the principal or superintendent and placed on the master calendar of school activities prior to the event (preferably at least 5 school days). Faculty sponsors must be in attendance at the event, and parent sponsorship is desirable. School facilities must be used, except when otherwise approved by the superintendent. The sponsoring club or organization assumes responsibility for proper care of school facilities and is liable for damages. Facilities used must be properly cleaned and returned to good order immediately following the event. Admittance to such affairs is limited to the membership of the sponsoring group, except that a sponsoring group may invite the membership of one or more other school clubs or organizations. Exception is made for the invitation of non-students to an all-school dance. A Wayne High student may invite a non-student date to an all-school dance provided they are in 9th grade or above, and under 21 years of age, and the date's name is registered in the sponsor's office by the end of the school day prior to the dance. The above social activities must be scheduled to terminate no later than 10:00 p.m. on school-week evenings or no later than 11:00 p.m. on Friday and 12:00 a.m. on Saturday evenings. Exceptions include the Homecoming Dance and Junior/Senior Prom. No social activities may be scheduled on Sundays or holidays.

Power Drive
Power Drive provides students the opportunity to design and create a one-person electric vehicle. These vehicles will compete against other high schools' vehicles in endurance, braking, maneuverability, design, and documentation. Power Drive is open to all high school students. The National FFA Organization

The National FFA Organization
is an intracurricular student organization for those interested in agriculture and leadership. It is one of the three components of agriculture education - FFA, classroom/lab instruction, and Supervised Agriculture Experience (SAE). The letters FFA stand for Future Farmers of America, but in 1988 it was changed to The National FFA Organization in order to reflect the diversity and new opportunities available in agriculture. FFA is not only for those in production agriculture, but welcomes members who aspire to become doctors, teachers, scientists, business owners, and more. FFA members compete, gain skills, learn more

about opportunities in agriculture, communicate their ideas, and expand their professional network. FFA is open to students 9-12 and members must be enrolled in at least one semester of ag class in order to be an FFA member.

Esports
Esports officially stands for electronic sports, not to be confused with video games. Esports takes video gaming to another level with organized competitive gameplay between two teams, governed by its own strict set of rules and guidelines. The difference is comparable to a pick-up basketball game at a park versus a varsity high school basketball game. Esports requires teamwork, communication, critical and strategic thinking, creativity, sportsmanship, and leadership much like traditional sports. This is a year long club.

Section 6 "Team Selection" and "Playing Time"

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

A. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

B. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 7 School Dances

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the Student Handbook, students attending dances shall adhere to the following rules of conduct:

A. Who Can Attend: Only students of Wayne Community Schools and their guests may attend.
   1. Students currently attending Wayne High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Wayne High School or their own school are generally considered appropriate dates or invited guests.
   2. Persons who are younger than 16 or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
   3. Some school dances may be restricted to students attending specified grade levels at Wayne Community Schools. For any dances at the middle school level, only students attending Wayne Community Schools in the grade(s) for which the dance is being held may attend.
   4. Students who have been suspended from school or from extracurricular activities may not attend.
   5. The school reserves the right to exclude persons who may or do cause a

disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.

6. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
7. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

B. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco (including electronic nicotine delivery systems) are prohibited. Anyone using prohibited substances or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

C. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

Eligibility for Selection as Royalty. Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

A. Achievement, Citizenship and Conduct Qualifications:

1. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
2. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
3. The student must have a cumulative grade average of a B or its equivalent, pending administrative approval.
4. The student must not have had excessive violations of school policies and procedures during their high school career.
5. The student may not, within 24 months of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco (including electronic nicotine delivery systems); (ii) driving law violation in which the penalty is a loss of four (4) points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited

by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.

B. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected ("Royalty Candidate Eligibility and Selection Committee"). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.

C. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student's eligibility for the honor of being nominated for or awarded dance royalty.

D. Specific Dance Eligibility and Selection Requirements:

1. Homecoming Queen & King:
   - Only a senior girl shall be eligible to be queen and only a senior boy shall be eligible to be King.
   - To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
   - The queen and king will be chosen from the qualified nominees by secret vote of the 9-12 student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.
2. Prom King and Queen:
   - Only a senior girl shall be eligible to be queen and a senior boy shall be eligible to be king. The candidates may not have been previously selected as royalty at another school sponsored dance.
   - To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
   - The queen and king will be chosen from the qualified nominees by secret vote of the junior and senior class.

Section 8 Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do

their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.

- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two (2) different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

<u>Communicating with the Coach</u>

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally and physically
  - Ways to help your child improve
  - Concerns about your child's behavior

<u>Injuries or health concerns</u>. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.

- Issues not appropriate to discuss with coaches:
  - Playing time
  - Team strategy
  - Play calling
  - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
  - Call to set up an appointment with the coach
  - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.

Section 9 Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending
Interscholastic Athletics and Other Extracurricular Activities

A. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
B. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
C. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
D. Do not "boo," stamp feet or make disrespectful remarks toward players or officials.
E. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
F. Know that noisemakers of any kind are not proper for indoor events.
G. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
H. Stay off the playing area at all times.
I. Do not disturb others by throwing material onto the playing area.
J. Show respect for officials, coaches, cheerleaders and student-athletes.
K. Pay attention to the half-time program and do not disturb those who are watching.
L. Respect public property by not damaging the equipment or the facility.
M. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
N. Refrain from the use of alcohol and drugs on the site of the contest.

Section 10 Student Fees Policy

The Board of Education of Wayne Community Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

A. Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

B. Personal or consumable items & miscellaneous

1. Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
2. Courses
    (a) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
    (b) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
    (c) Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project

materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(d) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(e) Parking. Students may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

C. Extracurricular Activities–Specialized Equipment or Attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

D. Extracurricular Activities–Fees for participation. Any fees for participation in extracurricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

E. Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

F. Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

G. Copies of student files or records. The superintendent or the superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians

of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one (1) copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

H. Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

I. Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

J. Distribution of Policy. The superintendent or the superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one (1) student resides, at no cost.

K. Student Fee Fund. The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination

The Wayne Community Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for

the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Russ Plager, High School Principal
Title IX	Discrimination or harassment based on sex; gender equity	Misty Beair, Special Education Director
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Misty Beair, Special Education Director
Homeless student laws	Children who are homeless	Misty Beair, Special Education Director
Safe and Drug Free Schools and Communities	Safe and drug free schools	Russ Plager, Elementary Principal

The Coordinator may be contacted at: 611 West 7th Street, Wayne, Nebraska 68787, telephone number (402) 375-3150.

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Wayne Community Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: Wayne Community Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Wayne Community Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

> In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
>
> Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

1. Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities.
2. Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
4. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:
Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, 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 is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.
If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the superintendent of Wayne Community Schools. If a satisfactory arrangement cannot be obtained through the superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the superintendent will promptly and thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 Multicultural Policy
The philosophy of the district's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

A. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
B. Have the school district advise you of your rights under federal law.
C. Receive notice with respect to identification, evaluation or placement of your child.
D. Have your child receive a free appropriate public education.
E. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
F. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
G. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
H. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
I. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
J. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the superintendent.)
K. File a local grievance.

Section 6 Notification of Rights Under FERPA

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:

A. 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.

B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading at the time the record was created.

Parents or eligible students may ask the 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.

C. 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.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

D. 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 is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone number, and the name, address, telephone number, e-mail address and other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's extra-curricular participation;
6. Student's achievement awards or honors;
7. Student's weight and height if a member of an athletic team; and
8. Student's photograph.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the district determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, or would otherwise not be in a student's best interests.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Wayne Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Section 7 Military Recruiters

The district will provide military recruiters with access to routine directory information of each high school student, unless the student's parent or guardian requests in writing that their student's information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the district will provide a military recruiter with the student's routine directory information.

Section 8 Notice to Parents of Students in Programs Receiving Title I Funding

Staff Qualifications. Parents may request, and the district will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

A. Whether the student's teacher—
   1. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
   2. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
   3. is teaching in the field of discipline of the certification of the teacher.

B. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Opt-Out. Parents may request, and the district will provide the parents of students attending any school receiving Title I funds on request (and in a timely manner), information regarding any State or District policy regarding student participation in any state or district assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the district's website) information on each State or district assessment, including:

A. the subject matter assessed;
B. the purpose for which the assessment is designed and used;
C. the source of the requirement for the assessment;
D. the amount of time students will spend taking the assessment, and the schedule

for the assessment; and
E. the time and format for disseminating results.

Language Instruction Programs. If the district receives Title I funds, parents of English learners will be informed regarding how the parents can—
A. be involved in the education of their children; and
B. be active participants in assisting their children to—
1. attain English proficiency;
2. achieve at high levels within a well-rounded education; and
3. meet the challenging State academic standards expected of all students.

The district will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

Please contact the administrative office to receive the foregoing information.

Section 9 Student Privacy Protection Policy
It is the policy of Wayne Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The district's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the district) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The district will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the district will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the district is to not administer physical examinations or screenings of students which require advance notice or parental opt-out

rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the district will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the district will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The district will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate date from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the district is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The district provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the district at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The district will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the district is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the district is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the district will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

A. Political affiliations or beliefs of the student or the student's parent;
B. Mental or psychological problems of the student or the student's parent;
C. Sex behavior or attitudes;
D. Illegal, anti-social, self-incriminating or demeaning behavior;
E.. Critical appraisals of other individuals with whom the student has close family relationships;
F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
G. Religious practices, affiliations, or beliefs of the students or the student's parent;
H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 10 Parental Involvement

A. Parental/Community Involvement in Schools:
Wayne Community Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school

personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.

2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the child, other students, and the educational staff.

3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardian, or educational decisionmaker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

    - Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
    - Mental or psychological problems of the student or the student's family;

- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.
No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six. No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

Section 11 Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the district's policy and practice to ensure that homeless children are not stigmatized or segregated by the district on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with

meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with the Nebraska Commissioner of Education and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the district's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the district shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

A. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
B. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
C. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The district shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the district shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The district may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the district, and the homeless child continues to live in the district, transportation to and from the school of origin shall be provided by the district; and (2) if the homeless child lives in a

school other than the district, but continues to attend the Wayne Community Schools based on it being the school of origin, the new school and Wayne Community Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Section 12 Pregnant and Parenting Students

Wayne Community Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

Child Care
If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

Privacy and Confidentiality
Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law. Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.
Other Accommodations
Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment
Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Policy Dissemination
This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

Section 13 Business Operations
Meal Charge Policy
As a courtesy, Wayne Community Schools will continue to serve meals until the family lunch balance reaches **negative** $25.00. At that time, students will not be allowed to eat school meals. Once a positive account balance is established, students will be allowed to resume eating school meals. Families will be sent a statement when their balance reaches **negative** $10 or more. A call from the school office will be made when an account reaches **negative** $25.00.

Student Eligibility
Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the superintendent or superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances
The district will ensure that families can check their meal account balances in a manner other than exclusively online. The district will ensure that at least one form of meal account payment is free of charge.

The district encourages families to pre-pay without an additional transaction fee for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. When a student leaves the district or graduates, the district shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the district shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The district shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

Student Confidentiality

The district will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions. The district shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

APPENDIX
(Following)

Wayne High School
Senior Privilege - Open Periods
Program Application

The senior privilege open periods will apply only to seniors who are on schedule to graduate within eight semesters (225 credit hours, including all required classes).

No special courses will be scheduled or arranged to enable students to participate in the release program.

The following criteria and activity limitations govern those who participate in the senior privilege open periods:

1. Participation in this opportunity is a privilege and any student may be removed based on disciplinary actions at the discretion of the administration.
2. The student must be in the position to graduate without complications as determined by the guidance counselor.
3. The senior release application must be signed by the student, approved by the parent/guardian and given final approval by the principal based on parental approval and credit verification.
4. Students are only allowed one (1) senior privilege period. They must get principal permission to add more than one senior privilege period.
5. Classes taken must be connected with transition to/from school (beginning of day, lunch, end of day).
6. When classes are over (or before they begin), students must not be on school grounds, unless they have permission from a teacher, counselor, or administrator.
7. To be eligible for a NSAA sport or a NSAA sponsored activity, the student must be enrolled and attend four new classes each semester.
8. If at any point in the semester a student is failing a class, they will be **required to attend** Wayne High School all day, until they raise their grade(s) to passing and have reviewed their educational plan with the administrator.
9. If at any point in the semester a student has 5 or more unexcused absences or 5 or more unexcused tardies, they will be **required to attend** Wayne High School all day.
10. The student is responsible for reading the student announcements, checking their school email, and checking the guidance website for information about what is going on with activities, seminars, and school, including scholarships.

This sheet must be completed and returned to the counselor's office by May 15th. If not turned in on time, you will be enrolled for periods 1-8.

_____	_____
Student Name (please print)	Date of Application
_____	_____
Student Signature	Primary Phone
_____	_____
Parent Signature	Date

**** I have read and understand the requirements for senior privileges status at Wayne.****

FOREIGN STUDY Wayne High School
Guidelines and Requirements

Wayne High School students who are considering study in a foreign country are required to meet the following:

A. Be enrolled in a certified foreign study program as recommended by the Council on Standards for International Education and Travel (C.S.I.E.T.)

B. Before beginning the enrollment process, the student should contact the building principal. Should the student plan on returning to Wayne High following their foreign study, the Nebraska School Activities Association must be contacted and forms filed by the activities director to determine eligibility status for further interscholastic competition. Student age along with intent and purpose of the foreign study are factors in determining eligibility.

C. Students will be required to enroll in all grade levels required courses while studying in a foreign country. Wayne High may accept required course credit from the foreign school provided the curriculum content is comparable. This must be documented by official transcript, course description, instructor narrative and any other specific means of determining course content.

D. Grades accumulated during the foreign study period will be calculated into the student's grade point average when and if they return to Wayne High School. This is provided the foreign grading system can be interpreted and properly converted to allow for inclusion into the calculation of grade point average. Pass/Fail grades will not be included in the calculations.

E. For purposes of completing graduation requirements, calculating G.P.A. and class rank, Wayne High School will accept the course work completed, while an exchange student in the same manner it would for any student that transfers to Wayne High School from another accredited school. Students who return from foreign study in the year of their graduation and who meet all requirements will be allowed to graduate with their class.

F. College course work is not acceptable as high school credit to meet graduation requirements. Wayne High School will accept credit earned through correspondence or extension study, provided the course has been approved by the principal in advance, and the credit earned is through an accredited institution.

Criteria for Early Entrance
Into High School
Academic Program(s)

A. Annual maintenance of a 96th percentile rank or higher on a standardized achievement test. The comprehensive score or individual subtest scores for reading, science, language, social studies or math may be used. If a subtest score is used to determine eligibility, the subtest must relate to the special program to which the student is being assigned.

B. Recommendation of principal, teacher, receiving teacher, counselor, and parent.

C. Demonstrated excellence in previous class work through grades and/or grade point average.

D. Staff members who work in the program shall be chosen on the basis of their interest, ability, and special training in the area.

E. Students should be nominated for early entrance only if they display a sincere desire to participate.

F. Students may be removed from the early entrance program upon: (1) student/ parent request; (2) consistent inability to maintain standards of achievement of successful completion of class work; (3) inability to maintain annual 96th percentile ranking on a standardized achievement test; (4) recommendation of all parties concerned.

G. An attempt should be made to schedule the student in both 8th grade and 9 th grade classes concurrently since two completely different programs are offered (earth science and IPS).

H. Credit for completion of all high school course work will be noted on a student transcript and be computed to assist the student toward graduation. This credit will also be computed and become part of the student's high school grade point average.

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 Public 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 Public 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. Credit for work experience may be awarded but will also be subject to review.

5. Credit may be awarded for completions of extension courses at accredited institutions such as UN-L. Supervision of this coursework shall have been by an accredited staff member of the extension division awarding credits. Transcripts and/or test scores must be submitted by the extension division of the accrediting institution, following completion of all coursework. All information then should be made available to the receiving school. Not more than 10 credit hours or 1 Carnegie unit per subject area will be accepted or transferred. This shall be inclusive of extension and home/exempt school studies.

6. 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).

7. All above procedures must be completed prior to enrollment or exempt/home school student(s).

Eligibility for Athletic Participation

B. The following shall apply in determining the eligibility for a student who has previously attended a home school, and becomes a student at a Nebraska School Activities Association (NSAA) high school.

1. The home school, which the student previously attended, must have received acknowledgment from the Nebraska State Department of Education that the school conformed to the required statutes.

2. The student must be accepted by the member and placed in a grade level that will classify the individual as a student.

3. If the student enters a member school as a 10th, 11th, or 12th grade student, he/she shall have received, or be granted, twenty semester hours of credit for the immediate preceding semester. The twenty semester hours of credit must be accepted and entered on the records of the students as partial fulfillment of the school's graduation requirements.

4. Students who were enrolled in grades 9, 10, 11 or 12 at a home school and who transfer to a member high school, shall be credited with the number of semesters of high school membership in which they were a member of the home school. These students shall not exceed eight semesters of school membership beginning with the initial enrollment in grade 9 or the equivalent of grade 9.

5. Students transferring from a home school to a member high school must meet the requirements of Article 1-R, Section 5, NSAA Bylaws, participation requirements. (See NSAA Yearbook)

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of Wayne Community Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the district's computer network, the district shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the district staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the superintendent and the superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The superintendent or the superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The district shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.

7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The district shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the superintendent or designee in writing if they do not want their child to have access. The superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.
3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

1. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
2. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.
3. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
4. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
    a. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
    b. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
    c. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.

d. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
e. Users shall not copy, change, or transfer any software without permission from the network administrators.
f. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
g. Users shall not engage in any form of vandalism of the technology resources.
h. Users shall follow the generally accepted rules of network etiquette. The superintendent or designees may further define such rules.

5. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
   a. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
   b. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
   c. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
   d. to engage in or promote violations of student conduct rules.
   e. to engage in illegal activity, such as gambling.
   f. in a manner contrary to copyright laws.
   g. in a manner contrary to software licenses.

Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the superintendent. An authorized staff member may override the technology protection measure that blocks

and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the superintendent and the superintendent's designees.

Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Attending School Events/

Medical Treatment

Your son or daughter may attend school sponsored activities at various locations during his/her attendance at Wayne Jr./Sr. High School. Your child is still under school supervision but neither the school district nor those in charge shall be held responsible in case of an accident.

In the event an accident or injury does occur, the attending physician will proceed with any medical or minor surgical treatment, x-ray examinations and immunizations for your child.

The administration, staff, team trainer or coach will apply first aid treatment until a doctor can be contacted. In the event of serious illness, the need for major surgery, or significant accidental injury, an attempt will be made by the attending physician to contact the parent in the most expeditious way possible. If said physician is not able to communicate with the parent, the treatment necessary for the best interest of the child will be given.

Parents are obligated to pay for professional medical and/or related services; the school shall not be liable for payment of such services.

Administration, staff, coaches, trainers, and physicians will use their own judgment in securing medical aid and ambulance service in case the parents cannot be reached.

Asistir a Eventos Escolares/

Tratamiento Médico

Su hijo o hija puede asistir a actividades patrocinadas por la escuela en varios lugares durante su asistencia a Escuela secundaria de Wayne Jr./Sr High. Su hijo/a todavía está bajo supervisión escolar, pero ni el distrito escolar ni los encargados serán responsables en caso de accidente.

En caso de que ocurra un accidente o lesión, el médico tratante procederá con cualquier tratamiento médico o quirúrgico menor, exámenes de rayos X e inmunizaciones para su hijo/a.

La administración, el personal, el entrenador del equipo aplicarán el tratamiento de primeros auxilios hasta que se pueda contactar a un médico. En caso de enfermedad grave, la necesidad de una cirugía mayor o una lesión accidental significativa, el médico tratante intentará comunicarse con los padres de la manera más rápida posible. Si dicho médico no puede comunicarse con el padre, se le dará el tratamiento necesario para el mejor interés del estudiante.

Los padres están obligados a pagar por servicios médicos profesionales y / o relacionados; La escuela no será responsable del pago de dichos servicios.

La administración, el personal, los entrenadores y los médicos usarán su propio criterio para garantizar la asistencia médica y el servicio de ambulancia en caso de que no se pueda contactar a los padres.

Pep Rally Schedule

8:01 First Bell

1st Period	**8:05 - 8:51**
2nd Period	**8:55 - 9:41**
3rd Period	**9:45 - 10:31**
HS 4th Period	**10:35 - 11:21**
JH 4th Period	**10:35 - 11:03**

Senior High - 5th Period	**11:21 - 12:41**
	1st Lunch - 11:21 - 11:51
	5th Class - 11:55 - 12:41
	5th Class - 11:25 - 12:11
	2nd Lunch - 12:11 - 12:41
Junior High - 5th Period	**11:07 - 12:41**
	5A Class - 11:07 - 11:37
	Lunch - 11:37 - 12:07
	5B Class - 12:11 - 12:41

6th Period	**12:45 - 1:31**
7th Period	**1:35 - 2:21**
8th Period	**2:25 - 3:11**
Pep Rally	**3:11 - 3:35**

Schedule for 10:00 Start

9:56 First Bell

1st Period	**10:00 – 10:34**
2nd Period	**10:38 – 11:12**
3rd Period	**11:16 – 11:50**

Senior High - 4th Period	**11:54 – 12:58**
	1st Lunch - 11:50 - 12:20
	Class 12:24 - 12:58
	Class 11:54 - 12:28
	2nd Lunch - 12:28-12:58
5th Period	**1:02 – 1:36**
Junior High - 5th Period	**11:54 - 12:58**
	Class - 11:54 - 12:09
	Lunch - 12:09 - 12:39
	Class - 12:43 - 12:58
4th Period	**1:02 – 1:36**

6th Period	**1:40 – 2:14**
7th Period	**2:18 – 2:52**
8th Period	**2:56 – 3:35**

1:00 pm DISMISSAL

8:01 (First Bell)

1 **8:05 - 8:33 - 27 min**

2 **8:36 - 9:04 - 28 min**

3 **9:07 - 9:35 - 28 min**

4 **9:38 - 10:05 – 27 min**

5 **10:08 - 10:36 – 28 min**

6 **10:39 – 11:07– 28 min**

7 **11:10 - 12:27**

7 & 8	**11:10-11:28 – 7th period** **11:28-11:58 – Lunch** **12:01-12:27 – 7th Period**
9-12	**1st Lunch – 11:07-11:37** **2nd Lunch – 11:57-12:27**

8 **12:30 - 1:00 – 30 min**

Disb & Transfers	Funct Num	25-26 Budget	26-27 Proposed	27-28 projection
All Instruction	1100	$ 7,491,454.00	$ 8,060,462.00	$ 8,463,485.10
SPED Inst Programs	1200/1300	$ 1,662,330.00	$ 1,682,676.00	$ 1,766,809.80
Support serv - pupils (SPED)	2100's	$ 323,500.00	$ 331,928.00	$ 348,524.40
Support serv - pupils (non-SPED)	2100's	$ 545,526.00	$ 570,480.00	$ 599,004.00
Support serv - staff	2200	$ 536,075.00	$ 520,444.00	$ 546,466.20
Board of Ed	2310	$ 70,000.00	$ 73,500.00	$ 77,175.00
Exec Admin Serv	2320	$ 323,300.00	$ 338,978.00	$ 355,926.90
District legal services	2330	$ 27,500.00	$ 28,875.00	$ 30,318.75
Off of Prin	2400	$ 987,636.00	$ 1,037,993.00	$ 1,089,892.65
Gen Admin/Bus serv	2510	$ 376,500.00	$ 379,975.00	$ 398,973.75
Maintenance	2600's	$ 1,468,834.00	$ 1,519,577.00	$ 1,595,555.85
Veh Acq	2650	$ 67,000.00	$ 67,000.00	$ 65,000.00
Reg Pupil Trans.	2700's	$ 535,500.00	$ 546,000.00	$ 573,300.00
SPED Trans	2700's	$ 81,100.00	$ 16,600.00	$ 17,430.00
Community Services	3300	$ 43,325.00	$ 40,052.00	$ 42,054.60
Categorical grant from Corp.	3400			
State Prog	3500's	$ 46,202.00	$ 46,000.00	$ 48,300.00
Debt services	5000			
Federal programs	6000's	$ 412,025.00	$ 497,444.00	$ 522,316.20
Transfers	8000	$ 65,000.00	$ 50,000.00	$ 17,500.00
Total		**$ 15,062,807.00**	**$ 15,807,984.00**	**$ 16,558,033.20**
			1.049	1.047
			$ 745,177.00	**$ 750,049.20**

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 05/01/2026 to 05/31/2026.

Site ID Site Name
Group ID Group Name

Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
WAYNE	WAYNE COMMUNITY SCHOOLS					
A	SPORTS					
1005	ATHLETIC	2,203.30	13,853.99	14,515.60	0.00	1,541.69
1006	ATHLETIC/STRENGTH & CONDITIONING	303.44	0.00	0.00	0.00	303.44
1007	BASEBALL	-456.20	750.00	385.00	0.00	-91.20
1009	BOWLING	11,018.98	0.00	223.10	0.00	10,795.88
1010	BOYS BASKETBALL	985.81	750.00	0.00	0.00	1,735.81
1011	GIRLS BASKETBALL	96.08	750.00	0.00	0.00	846.08
1012	ESPORTS	837.50	0.00	0.00	0.00	837.50
1014	JH FOOTBALL	3,578.64	0.00	0.00	0.00	3,578.64
1015	FOOTBALL	15,708.72	0.00	289.00	0.00	15,419.72
1016	BOYS GOLF	1,442.79	0.00	333.84	0.00	1,108.95
1017	GIRLS GOLF	9.63	0.00	0.00	0.00	9.63
1019	SOFTBALL	1,817.01	750.00	0.00	0.00	2,567.01
1020	TRACK/CROSS COUNTRY	8,476.88	0.00	2,553.36	0.00	5,923.52
1023	UNIFIED BOWLING	5,155.76	0.00	0.00	0.00	5,155.76
1025	VOLLEYBALL	9,507.28	750.00	0.00	0.00	10,257.28
1030	WRESTLING	5,523.29	0.00	0.00	0.00	5,523.29
	A Totals:	66,208.91	17,603.99	18,299.90	0.00	65,513.00
B	CLUBS & ORGANIZATIONS					
1505	ANNUAL	3,992.01	350.00	0.00	0.00	4,342.01
1506	ART CLUB	1,082.00	0.00	0.00	0.00	1,082.00
1510	CLOSE-UP	796.75	0.00	0.00	0.00	796.75
1511	FCCLA	1,850.53	1,645.00	475.94	0.00	3,019.59
1512	FFA	8,148.96	350.00	729.85	0.00	7,769.11
1514	FBLA	12,342.95	0.00	0.00	0.00	12,342.95
1515	JH W.E.B. (WHERE EVERYONE BELONGS)	3,884.55	608.00	247.95	0.00	4,244.60
1521	MOCK TRIAL	3,423.49	0.00	0.00	0.00	3,423.49
1525	NATIONAL HONOR SOCIETY	3,315.33	200.00	758.42	0.00	2,756.91
1528	SCIENCE CLUB	2,866.12	0.00	0.00	0.00	2,866.12
1530	ONE WORLD CLUB (FORMERLY SPANISH CLUB)	4,657.56	161.50	161.50	0.00	4,657.56
1535	SPEECH TEAM	4,830.83	1,151.82	2,150.53	0.00	3,832.12
1540	STUDENT COUNCIL	6,290.25	0.00	0.00	0.00	6,290.25
1545	W CLUB	3,328.90	0.00	0.00	0.00	3,328.90
	B Totals:	60,810.23	4,466.32	4,524.19	0.00	60,752.36

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 05/01/2026 to 05/31/2026.

Site ID Site Name
Group ID Group Name

Group ID	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
C	GRADUATING CLASSES						
	2021	CLASS OF 2021	0.00	0.00	0.00	0.00	0.00
	2022	CLASS OF 2022	0.00	0.00	0.00	0.00	0.00
	2023	CLASS OF 2023	0.00	0.00	0.00	0.00	0.00
	2024	CLASS OF 2024	0.00	0.00	0.00	0.00	0.00
	2025	CLASS OF 2025	0.00	0.00	0.00	0.00	0.00
	2026	CLASS OF 2026	1,000.00	0.00	0.00	0.00	1,000.00
	2027	CLASS OF 2027	1,724.17	0.00	0.00	0.00	1,724.17
	2028	CLASS of 2028	5,480.20	0.00	0.00	0.00	5,480.20
		C Totals:	8,204.37	0.00	0.00	0.00	8,204.37
D	ACADEMIC CLUBS						
	2505	BAND	5,681.03	2,015.00	2,064.98	0.00	5,631.05
	2515	CHOIR	1,480.22	0.00	0.00	0.00	1,480.22
		D Totals:	7,161.25	2,015.00	2,064.98	0.00	7,111.27
E	DISTRICT MONIES						
	3010	DRIVERS EDUCATION	17,187.50	2,700.00	1,500.00	0.00	18,387.50
	3015	DISTRICT ENTRY FEES	-3,821.57	136.00	0.00	0.00	-3,685.57
		E Totals:	13,365.93	2,836.00	1,500.00	0.00	14,701.93
F	ATHLETIC SUPPORT GROUPS						
	3505	CHEERLEADERS	8,548.62	0.00	0.00	0.00	8,548.62
	3510	CONCESSIONS	-401.44	7,159.05	4,609.47	0.00	2,148.14
	3515	POPPER FUND	1,545.20	0.00	0.00	0.00	1,545.20
		F Totals:	9,692.38	7,159.05	4,609.47	0.00	12,241.96
H	VOCATIONAL ORGANIZATIONS						
	4505	INDUSTRIAL ARTS	1,793.60	0.00	67.23	0.00	1,726.37
	4510	POWER DRIVE PROGRAM	8,206.73	100.00	2,145.96	0.00	6,160.77
		H Totals:	10,000.33	100.00	2,213.19	0.00	7,887.14
I	INVESTMENT						
	5005	SAVINGS ACCOUNT	-14,999.93	0.00	0.00	0.00	-14,999.93
	5010	INTEREST ON CHECKING ACCT.	7,136.95	0.00	0.00	-7,136.95	0.00
		I Totals:	-7,862.98	0.00	0.00	-7,136.95	-14,999.93

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 05/01/2026 to 05/31/2026.

Site ID Site Name
Group ID Group Name

	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
J	MISCELLANEOUS						
	5505	BLUE DEVIL "BUCKS	-84.50	0.00	0.00	0.00	-84.50
	5508	ONE ACTS (formerly Dinner Theater)	84.67	0.00	0.00	0.00	84.67
	5512	EMPORIUM	3,134.28	0.00	0.00	0.00	3,134.28
	5515	GRADES 3-6 (ES)	5,068.98	5,525.35	5,015.95	0.00	5,578.38
	5516	GRADES PREK-2 (ELC)	3,790.11	0.00	71.48	0.00	3,718.63
	5517	HAL	134.76	0.00	0.00	0.00	134.76
	5520	HS LIBRARY	3,075.24	0.00	0.00	0.00	3,075.24
	5530	MUSICAL	29,749.45	0.00	540.23	0.00	29,209.22
	5535	PADLOCK	81.10	0.00	0.00	0.00	81.10
	5536	STUDENT ASSISTANCE	3,795.28	120.00	0.00	0.00	3,915.28
	5537	SPED - TRANSITION (FORMERLY RESOURCE)	1,455.76	412.38	91.50	0.00	1,776.64
	5538	SIB SHOP	145.64	0.00	0.00	0.00	145.64
	5540	SPECIAL OLYMPICS	233.85	0.00	0.00	0.00	233.85
	5544	STAFF SUPPORT SERVICES	25,823.33	998.51	3,168.42	7,136.95	30,790.37
	5545	TAB	21.26	0.00	0.00	0.00	21.26
	5600	STUDENT FEE FUND	0.00	0.00	0.00	0.00	0.00
	5605	STUDENT FEES/CHROMEBOOKS	18,653.95	668.50	0.00	0.00	19,322.45
		J Totals:	95,163.16	7,724.74	8,887.58	7,136.95	101,137.27
K	MIDDLE GRADES						
	6005	JUNIOR HIGH SCHOOL	405.31	0.00	0.00	0.00	405.31
	6012	JH SCIENCE	1,648.33	0.00	98.50	0.00	1,549.83
		K Totals:	2,053.64	0.00	98.50	0.00	1,955.14
		WAYNE Activity Totals:	264,797.22	41,905.10	42,197.81	0.00	264,504.51

	Begin Balance	Transfers	Receipts	Disbursements	Adjustments	End Balance
WAYNE Checking:			41,905.10	42,197.81		
WAYNE Investment:						
WAYNE Bank Balances:	264,797.22		41,905.10	42,197.81	0.00	264,504.51

Report Activity Totals:	264,797.22	41,905.10	42,197.81	0.00	264,504.51

Wayne Public Schools

Rollup Report June 2026 Board Meeting

FUND	FUNCTION	Actuals (Selected Range)	Adopted Budget	Current Budget	Actuals (YTD)	Encumbrances (YTD)	Available	% of Budget
01 - General Fund	011000 - Reg. Inst	$534,241.34	$6,811,241.00	$6,811,241.00	$4,839,441.96	$230.61	$1,971,568.43	71.05
01 - General Fund	011250 - Regular Instructional Programs School Age (Flex-Spending)	$0.00	$109,250.00	$109,250.00	$31,820.86	$0.00	$77,429.14	29.13
01 - General Fund	011500 - Limited English Proficiency Programs	$19,374.60	$242,353.00	$242,353.00	$170,317.48	$0.00	$72,035.52	70.28
01 - General Fund	011600 - Poverty Programs	$9,686.68	$139,306.00	$139,306.00	$87,537.76	$0.00	$51,768.24	62.84
01 - General Fund	011900 - Early Childhood Educational Programs	$18,344.37	$189,304.00	$189,304.00	$172,945.14	$0.00	$16,358.86	91.36
01 - General Fund	012001 - Sped - Administration	$19,558.48	$275,500.00	$275,500.00	$402,103.66	$0.00	($126,603.66)	145.95
01 - General Fund	012003 - Sped - Teaching	$113,267.79	$1,294,230.00	$1,294,230.00	$998,825.56	$0.00	$295,404.44	77.18
01 - General Fund	012005 - Sped - Barrier removal	$0.00	$50,000.00	$50,000.00	$0.00	$0.00	$50,000.00	0.00
01 - General Fund	012910 - Special Education Instructional Programs - Ages 3-5	$0.00	$0.00	$0.00	$280.73	$0.00	($280.73)	
01 - General Fund	012950 - Special Education Instructional Programs - Unified Sports	$0.00	$6,700.00	$6,700.00	$1,630.64	$0.00	$5,069.36	24.34
01 - General Fund	013000 - Summer School -Driver Ed	$0.00	$17,500.00	$17,500.00	$377.31	$0.00	$17,122.69	2.16
01 - General Fund	013001 - Summer School - Jump Start	$0.00	$18,400.00	$18,400.00	$0.00	$0.00	$18,400.00	0.00
01 - General Fund	021200 - Guidance Services	$20,533.96	$297,800.00	$297,800.00	$205,434.55	$0.00	$92,365.45	68.98
01 - General Fund	021300 - Health Services	$6,195.32	$73,225.00	$73,225.00	$55,537.76	$0.00	$17,687.24	75.85
01 - General Fund	021400 - Psychological Services	$3,000.00	$37,500.00	$37,500.00	$27,000.00	$0.00	$10,500.00	72.00
01 - General Fund	021410 - Psychological Services - SPED - School Age	$0.00	$105,000.00	$105,000.00	$93,600.00	$0.00	$11,400.00	89.14
01 - General Fund	021510 - Speech Pathology and Audiology Services - SPED - School Age	$9,776.49	$142,000.00	$142,000.00	$95,062.85	$0.00	$46,937.15	66.95
01 - General Fund	021610 - Occupational Therapy-Related Services - SPED - School Age	$0.00	$21,000.00	$21,000.00	$8,311.24	$0.00	$12,688.76	39.58
01 - General Fund	021710 - Physical Therapy-Related Services - SPED - School Age	$0.00	$12,500.00	$12,500.00	$3,408.75	$0.00	$9,091.25	27.27
01 - General Fund	021810 - Visually Impaired or Vision Services - SPED - School Age	$0.00	$5,500.00	$5,500.00	$26.00	$0.00	$5,474.00	0.47
01 - General Fund	021900 - Support Services - Student - Other	($74,922.47)	$174,501.00	$174,501.00	$73,521.79	$0.00	$100,979.21	42.13
01 - General Fund	022130 - Instructional Staff Training	$1,096.00	$17,850.00	$17,850.00	$5,300.60	$0.00	$12,549.40	29.70
01 - General Fund	022200 - Library or Media Services	$15,425.37	$203,050.00	$203,050.00	$130,074.55	$0.00	$72,975.45	64.06
01 - General Fund	022240 - Educational Television Services	$0.00	$7,500.00	$7,500.00	$7,464.92	$0.00	$35.08	99.53
01 - General Fund	022300 - Instruction-Related Technology	$16,048.89	$307,675.00	$307,675.00	$162,775.74	$0.00	$144,899.26	52.91
01 - General Fund	023100 - Board of Education	$11,290.41	$70,000.00	$70,000.00	$61,259.14	$0.00	$8,740.86	87.51
01 - General Fund	023200 - Executive Administration	$25,197.53	$323,300.00	$323,300.00	$233,391.75	$0.00	$89,908.25	72.19
01 - General Fund	023300 - District Legal Services	$760.00	$27,500.00	$27,500.00	$11,911.20	$0.00	$15,588.80	43.31
01 - General Fund	024100 - Office of the Principal	$71,602.32	$909,936.44	$909,936.44	$639,022.76	$0.00	$270,913.68	70.23
01 - General Fund	024900 - School Administration Other	$6,199.50	$77,700.00	$77,700.00	$55,806.21	$0.00	$21,893.79	71.82
01 - General Fund	025100 - Fiscal Services	$15,709.44	$375,500.00	$375,500.00	$191,644.62	$4.99	$183,850.39	51.04
01 - General Fund	025700 - Personnel Services	$32.50	$1,000.00	$1,000.00	$2,454.00	$0.00	($1,454.00)	245.40
01 - General Fund	026100 - Operation of Buildings	$28,336.35	$455,000.00	$455,000.00	$276,844.14	$0.00	$178,155.86	60.84
01 - General Fund	026200 - Maintenance of Buildings	$64,185.01	$840,832.80	$840,832.80	$636,863.07	$0.00	$203,969.73	75.74
01 - General Fund	026300 - Care and Upkeep of Grounds	$1,492.14	$65,000.00	$65,000.00	$11,392.21	$0.00	$53,607.79	17.53
01 - General Fund	026400 - Care and Upkeep of Equipment	$3,137.58	$50,000.00	$50,000.00	$64,240.93	$0.00	($14,240.93)	128.48
01 - General Fund	026500 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)	$1,256.13	$10,001.00	$10,001.00	$3,683.36	$0.00	$6,317.64	36.83
01 - General Fund	026600 - Security	$4,075.68	$45,001.00	$45,001.00	$26,491.92	$0.00	$18,509.08	58.87
01 - General Fund	026700 - Safety	$0.00	$3,000.00	$3,000.00	$1,210.00	$0.00	$1,790.00	40.33
01 - General Fund	027100 - Vehicle Operation and Purchasing - Regular Education	$137,478.43	$535,500.00	$535,500.00	$389,706.17	$0.00	$145,793.83	72.77
01 - General Fund	027120 - Vehicle Operation and Purchasing - School Age SPED	$0.00	$69,900.00	$69,900.00	$66,022.37	$0.00	$3,877.63	94.45
01 - General Fund	027220 - Monitoring Services - School Age SPED	$0.00	$1,200.00	$1,200.00	$0.00	$0.00	$1,200.00	0.00
01 - General Fund	027300 - Vehicle Servicing and Maintenance - Regular Education	$3,014.99	$7,500.00	$7,500.00	$11,391.11	$0.00	($3,891.11)	151.88

01 - General Fund	027320 - Vehicle Servicing and Maintenance - School Age SPED	$0.00	$2,500.00	$2,500.00	$3,368.63	$0.00	($868.63)	134.75
01 - General Fund	033000 - Community Services Operations	$5,570.13	$42,325.00	$42,325.00	$33,083.75	$0.00	$9,241.25	78.17
01 - General Fund	035350 - High Ability Learners	$192.28	$6,000.00	$6,000.00	$2,496.46	$0.00	$3,503.54	41.61
01 - General Fund	035400 - State Early Childhood	$7,458.89	$40,202.00	$40,202.00	$45,442.07	$0.00	($5,240.07)	113.03
01 - General Fund	035510 - Career Education	$0.00		$0.00	$2,348.34	$0.00	($2,348.34)	
01 - General Fund	035990 - Other State Programs	$674.34	$0.00	$0.00	$5,815.04	$0.00	($5,815.04)	
01 - General Fund	062000 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	$11,102.73	$140,275.00	$140,275.00	$100,308.42	$0.00	$39,966.58	71.51
01 - General Fund	063010 - Literacy Grant	$19,932.76	$0.00	$0.00	$36,821.64	$0.00	($36,821.64)	
01 - General Fund	063100 - Federal Services - Title II, Part A ESSA Supporting Effective Instruction	$4,591.07	$31,000.00	$31,000.00	$38,124.51	$0.00	($7,124.51)	122.98
01 - General Fund	064040 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four	$0.00	$40,750.00	$40,750.00	($11,071.68)	$0.00	$51,821.68	-27.17
01 - General Fund	064080 - IDEA Enroll/Pov & IDEA Base Allocation Birth-Age 4	$0.00	$200,000.00	$200,000.00	$269,359.30	$0.00	($69,359.30)	134.68
01 - General Fund	080000 - Transfers (Outgoing)	$0.00	$65,000.00	$65,000.00	$100,000.00	$0.00	($35,000.00)	153.85
Sub Total		**$1,134,917.03**	**$14,994,808.24**	**$14,994,808.24**	**$10,882,231.29**	**$235.60**	**$4,112,341.35**	