

**Wakefield Community School
Board of Education Regular Meeting
Monday, July 11, 2016 7:00 PM**

The Board of Education Regular Meeting convened in open and public session on Monday, July 11, 2016 at 7:00 PM in the Board of Education Room at the Boardroom
802 Highland Street
Wakefield, NE 68784.

President Brown informed the group of the Open Meetings Act posted in the room and accessible to all members of the public as required by law. All board members had received notice of the meeting and the meeting notice had been published/posted in a timely manner prior to the meeting date.

ATTENDANCE TAKEN AT 7:00 PM:

Present: Tim Bebee, Mrs. Karen Borg, Bree Brown, Mr. Ben Donner, Julie Rose, Mark Victor.
Present: 6.

Opening Procedures

Call to Order

Open Meetings Act

Roll Call

Excuse Board Member Absences

Approval of Agenda

Motion to approve the adjusted agenda. Move item #2 to after #4 agenda Victor 2nd Rose Passed with a motion by Mark Victor and a second by Julie Rose.

Tim Bebee: Yea

Mrs. Karen Borg: Yea

Bree Brown: Yea

Mr. Ben Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Awards and Special Recognition

Recognition of Visitors/Communication from the Public

WEA

Reports

Administrators

Elementary Principal Report

Secondary Principal Report

Superintendent Report

Board Committee Reports

Board Policy

Building, Sites & Transportation

Business & Finance

Curriculum, Americanism & Technology

Public & Personnel Relations

Strategic Planning

Discussion and Action Items

Consent Agenda

Motion to approve the Consent Agenda Passed with a motion by Julie Rose and a second by Bree Brown.

Tim Bebee: Yea

Mrs. Karen
Borg: Yea

Bree Brown: Yea

Mr. Ben
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Minutes of the previous meeting

Financial Reports

Discuss and take appropriate action to hire Mrs. Leah Jech as part-time English as Limited Language instructor.

Move to approve part-time teacher contract for Mrs. Leah Jech for the 2016-17 school year Passed with a motion by Mrs. Karen Borg and a second by Mark Victor.

Tim Bebee: Yea

Mrs. Karen
Borg: Yea

Bree Brown: Yea

Mr. Ben
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss the girls head basketball coaching assignment.

Discuss and take appropriate action on 2016-17 Extra Duty assignments.

Move to approve the 2016-17 Extra Duty assignments Passed with a motion by Mr. Ben Donner and a second by Julie Rose.

Tim Bebee: Yea

Mrs. Karen
Borg: Yea

Bree Brown: Yea

Mr. Ben
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action on the appointment of Mark Bejot, Superintendent of Schools, as the authorized representative for all local, state, and federal programs and documents as of July 1, 2016.

Move to approve Superintendent Bejot as the authorized representative for all local, state and federal programs and documents as of July 1, 2016 for the upcoming 2016-17 year Passed with a motion by Mark Victor and a second by Mrs. Karen Borg.

Tim Bebee: Yea

Mrs. Karen
Borg: Yea

Bree Brown: Yea

Mr. Ben
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action on the appointment of Matt Brenn as the compliance officer for Title IX.

Move to appoint Matt Brenn, the Title IX compliance officer for the upcoming 2016-17 school year Passed with a motion by Mrs. Karen Borg and a second by Julie Rose.

Tim Bebee: Yea

Mrs. Karen
Borg: Yea

Bree Brown: Yea

Mr. Ben
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action on the participation in the state and federal hot lunch program with the Elementary Principal, Jerad Wulf, serving as the elementary hearing officer and High School Principal Jason Heitz as the high school hearing officer.

Move to appoint Jerad Wulf as the elementary hearing officer and Jason Heitz as the high school hearing officer for the state and federal hot lunch program for 2016-17 school year Passed with a motion by Julie Rose and a second by Mrs. Karen Borg.

Tim Bebee: Yea

Mrs. Karen
Borg: Yea

Bree Brown: Yea

Mr. Ben
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action on the appointment of Mrs. Dawn Lubberstedt, High School Secretary as the determining official for all hot lunch applications received from students in grades 7-12.

Move to appoint Mrs. Dawn Lubberstedt as the determining official for all high school 7-12 school lunch applications for the 2016-17 academic year Passed with a motion by Julie Rose and a second by Mark Victor.

Tim Bebee: Yea

Mrs. Karen
Borg: Yea

Bree Brown: Yea

Mr. Ben
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action on the appointment of Mrs. LaVon Anderson, Elementary Secretary as the determining official for all hot lunch application received from student in grades PK-6.

Move to appoint Mrs. LaVon Anderson as the NDE free and reduced lunch determining official for all elementary school PK - 6 application for the 2016-17 academic year Passed with a motion by Mrs. Karen Borg and a second by Bree Brown.

Tim Bebee: Yea

Mrs. Karen
Borg: Yea

Bree Brown: Yea

Mr. Ben
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action on the appointment of Mrs. Becky Gothier as the Recording Secretary/Board Treasurer for 2016-17 school year.

Move to appoint Mrs. Becky Gothier as the Recording Secretary/Board Treasurer for school year 2016-17 Passed with a motion by Mr. Ben Donner and a second by Mrs. Karen Borg.

Tim Bebee: Yea

Mrs. Karen
Borg: Yea

Bree Brown: Yea

Mr. Ben
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to join the Nebraska Rural Community School Association.

Move that Wakefield Community School join the Nebraska Rural Community Schools Association for 2016-2017 at a cost of \$850 Passed with a motion by Mark Victor and a second by Bree Brown.

Tim Bebee: Yea

Mrs. Karen
Borg: Yea

Bree Brown: Yea

Mr. Ben
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to approve the Parent/Student Handbook for 2016-2017.

Move to approve the recommended changes to the Parent-Student Handbook as recommended for 2016-17 Passed with a motion by Mark Victor and a second by Bree Brown.

Tim Bebee: Yea

Mrs. Karen
Borg: Yea

Bree Brown: Yea

Mr. Ben
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to approve a contract for athletic trainer services from Providence Medical Center in Wayne.

Move to table a contract with Providence Medical Center Wayne for athletic training services for the 16-17 year until August meeting Passed with a motion by Julie Rose and a second by Mrs. Karen Borg.

Tim Bebee: Yea

Mrs. Karen
Borg: Yea

Bree Brown: Yea

Mr. Ben
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to approve board policy revisions.

Move to adopt policy revisions, special education procedures, and forms for 2016-2017 school year Passed with a motion by Mrs. Karen Borg and a second by Julie Rose.

Tim Bebee: Yea

Mrs. Karen Borg: Yea

Bree Brown: Yea

Mr. Ben Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Upcoming Dates and Times

Set the date and time for the next regular meeting

Set the date and time for the Board Policy Committee to meet.

Set the date and time for the School Improvement and Strategic Planning Committee to meet.

Adjournment

Motion to adjourn the meeting at 11:49 Passed with a motion by Mrs. Karen Borg and a second by Bree Brown.

Tim Bebee: Yea

Mrs. Karen Borg: Yea

Bree Brown: Yea

Mr. Ben Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Superintendent's Report

July 11, 2016

- 1. Goal #1:** Wakefield Community School will provide students an education that develops relationships utilizing a relevant curriculum that infuses technology providing 21st Century learning for all students. (Curriculum, Americanism & Technology)
 - a. The head and assistant coaches gathered on June 27, 2016 in response to the Board Strategic Planning Committee's desire to improve our extra-curricular activities program. This initial meeting identified eight areas of emphasis which include: leadership, conflict resolution, self-advocacy, entitlement, commitment, motivation, parent support and winning effort. The team identified attributes and components of each area that need improvement. The board of education, administration and coaches are excited about the prospects of this process and the positive outcomes for our students that may come out of this process.

- 2. Goal #2:** Wakefield Community School will make an efficient use of all resources. (Business & Finance)
 - a. As of the end of June, Wakefield Community School is 8.6% under budget for the year.
 - b. The new floor scrubber has arrived and put into immediate use by the summer cleaning crew. The art room and the Family & Consumer Sciences classrooms were the first rooms to have two layers of wax removed, followed by a scrubbing and waxing of three coats. The rooms look great and we have saved time by not completely removing the bottom three wax layers. Rex is going to go back and burnish the classrooms following two weeks of curing time. Burnishing applies heat to the wax creating a hard wax surface.
 - c. The football announcer's booth construction at the city park is completed with the exception of the rain gutter and our paint crew painting the facility. Plans are in place to complete the painting around July 21-22. New chemistry science table tops are scheduled for installation this upcoming Wednesday and Thursday.

- 3. Goal #3:** Wakefield Community School will facilitate communication with staff, parents, patrons, and students (Public and Personnel Relations)
 - a. We have three EF foreign exchange students coming to Wakefield this fall. Erik Gladitz is coming from Germany and the host family is Bill Chase. The second student is Jose Garcia from Spain. Jose is being hosted by the Bejot family. The third

exchange student is Guilia Ballarini from Italy. The Blaine Nelson family is hosting Guilia.

4. Miscellaneous

- a. The Nebraska ACLU has sent a records request to Nebraska school districts throughout the state. ACLU of Nebraska is currently conducting a statewide survey about sex education courses as well as district policies relating to pregnant and parenting students. They are desiring all the different curricula and/or different policies in the district. This open records request seeks all curricula and/or policies from each school.

This request is very broad and extensive and they are seeking any/all parenting activities related to child care for a newborn and sick child. Sex education course means any course including issues relating to human sexuality, human sexual anatomy, sexual activity, sexual reproduction, reproductive health, safe sex, abstinence, birth control, emotional relationships and responsibilities. This request will require teaching staff to come in and develop a list of curricula K – 12. I have submitted a letter to the Nebraska ACLU stating the estimated costs that we will charge them for completing the request. I am waiting their response.

**WAKEFIELD COMMUNITY SCHOOL
BOARD MINUTES
June 13, 2016**

The Board of Education Regular Meeting convened in open and public session on June 13, 2016 at 7:00 PM in the Boardroom at the Wakefield Community Schools, 802 Highland Street, Wakefield, NE.

President Bebee informed the group of the Open Meetings Act posted in the boardroom and accessible to all members of the public as required by law. All board members had received notice of the meeting and the meeting notice had been published/posted in a timely manner prior to the meeting date.

Attendance Taken at 7:00 PM:

Present Board Members: Tim Bebee, Karen Borg, Bree Brown, Ben Donner, and Julie Rose
Absent Board Member: Mark Victor

Excuse Board Member Absences

Motion Passed: To excuse Mark Victor passed with a motion by Borg and a second by Donner.

Yes: Bebee, Borg, Brown, Donner, Rose

No: None

Absent: Victor

Approval of Agenda

Motion Passed: To approve the agenda passed with a motion by Donner and a second by Rose.

Yes: Bebee, Borg, Brown, Donner, Rose

No: None

Absent: Victor

Awards and Special Recognition

Three students qualified for State Track Meet: Dylan Hurlburt, Josphine Peitz and Savannah Nelson. Peitz and Nelson were both repeat qualifiers. Hurlburt placed 6th in the long jump.

Reports

Elementary Principal Report

Results of the NeSA Reading, Math and Science tests that were completed will be released in upcoming months. Mrs. Manz spent a significant amount of time benchmarking all students in grades K-3. Principals Heitz and Wulf are currently working on a document that shows how students have performed on various assessments and in the classroom setting. This data will be evaluated and looked at during our annual Data Retreat to support us in writing/modifying our school improvement plan and shared. Track and Field Day was held on May 16th for all students in grades K-6. Our end of the year awards assembly was held on May 18th. Students received awards for various reasons including performance on assessments and classroom performance.

Secondary Principal Report

The annual Data Retreat will be June 30. Some examples of information that comes out of our data retreat include: School Improvement Goals; Action Plans to address concerns; Trojan Time reading groups; ELL student schedules; Focus points for teachers as we begin the school year. Data on our NeSA results will be shared in the fall, when all the test results are made available to the public. Graduation Commencement took place on Sunday, May 15.

Superintendent Report

This past spring Wakefield students in grades 5 through 12 participated in a drug education program taught by Allie Mousel, from Heartland Counseling, South Sioux City. Students in grades 5 – 8 received drug education using curricular materials entitled “Gateway to Drugs & Beyond.” High School students participated in the “PRIME for Life” program. The plan for continued drug education next year will focus on grade 6 and the freshman class. On June 15th the Northeast Nebraska Legislative Committee of Superintendents will meet at ESU #1 to discuss plans for the upcoming legislative session. Bejot believes we can anticipate increased political pressure to limit school funding and reduce property taxes. Thus far no actual plans are in place to raise additional tax revenue to reduce property taxes. Given the number of new legislators this will present challenges. Superintendent Bejot plans to propose a possible change to special education program regarding students in the life skills program.

Board Committee Reports

Curriculum, Americanism & Technology

The Curriculum, Americanism & Technology Committee met in May to review Mathematics and English Language Arts curriculum revisions. Additional information will be presented on curriculum action items later in the meeting.

Strategic Planning

The School Improvement & Strategic Planning Committee met to discuss development of a plan to improve extra-curricular program. A meeting is being planned with the coaching staff later in June to discuss this topic. Identified areas of concern were developing student leaders, conflict resolution skills, commitment and teaming skills. The team is looking to develop a plan for continuous improvement over a period of time.

Discussion and Action Items

Consent Agenda

Motion Passed: To approve the Consent Agenda passed with a motion by Borg and a second by Brown.

Yes: Bebee, Borg, Brown, Donner, Rose

No: None

Absent: Victor

Bills were approved as follow: General: \$399,903.61; Lunch: \$7,281.93; Employee Benefit: \$223.20; Payroll: \$188,897.09.

Discuss Wakefield Community School 2015-16 professional development activities.

Professional Development is ongoing and varied depending upon district, building and individual instructor and staff goals. The district began this last year with a morning staff development with Tony Vincent on various methods to infuse technology into student learning. AdvancED certification required our staff to take time and examine our school improvement by examining survey data from students, parents and building certified and classified staff. The day long process afforded our certified staff to develop summary conclusions from the interest groups in relation to the five areas of school improvement through AdvancED. Bejot is pleased that our professional development is focused on district and building initiatives designed to improve instruction and student learning.

Discuss and take appropriate action on milk bids for 2016-17.

Two bids were submitted for the milk contract by Dean Foods (Land O Lakes) and Hiland Dairy. Examining overall milk consumption our school uses 59% FF Chocolate, 29% White milk and 12% Strawberry milk.

Motion Passed: To approve the milk bid from Hiland Dairy for the 2016-17 school year passed with a motion by Donner and a second by Borg.

Yes: Bebee, Borg, Brown, Donner, Rose

No: None

Absent: Victor

Discuss and take appropriate action to set school lunch prices for the 2016-17 school year

Proposed 2016-17 Breakfast & Lunch Prices:

- Breakfast price will be \$1.20 for elementary and high school.
- Breakfast price for adults will be \$2.10
- Elementary lunch price will be \$2.05
- High School lunch price will be \$2.50
- Adult lunch price will be \$3.45
- Milk will remain \$.30

Motion Passed: To approve raising school lunch and prices by ten cents and breakfast meals by five cents passed with a motion by Brown and a second by Donner.

Yes: Bebee, Borg, Brown, Donner, Rose

No: None

Absent: Victor

Discuss the 2015-16 Americanism report.

Nebraska State Statute requires all public schools to provide instruction that reflects American ideals, values and history. They also require that local boards are informed regarding Americanism activities that occur in the elementary and high school. Wakefield Community School participates in Americanism activities like reciting the "Pledge of Allegiance" Pre K - 12 daily. Our opening school ceremony celebrates our local community as well as the values of education. Veterans Day Ceremonies celebrate the sacrifices of local veterans to protect our American freedom, ideals and way of life. The building reports reflect reading activities concerning famous Americans, societal issues such as slavery, prejudice, war, free enterprise, prohibition, revolutionary war, the U.S. Constitution and Bill of Rights, Citizenship and its responsibilities, economic issues as well as sports, industrialization, the learning of cultural values and American holidays.

Discuss the 2015-16 Multicultural report.

America is considered the great "melting pot" of societies and cultures. Annually the schools present reports to the board on activities that occur in teacher classrooms and courses in Wakefield Community School. Locally our school is made up of mixed Hispanic, African American and European cultures. Superintendent Bejot is pleased with the variety and various learning activities that our students are exposed to in the area of multiple cultures contributions to the society in which we live today. Our staff is to be commended for teaching our students the value of other cultures and their contributions to our society and the greater world in which we live.

Discuss and take appropriate action to approve the Mathematics and English Language Arts Curricula.

Throughout the school year teachers in the elementary and high school have met examining the mathematics curriculum and aligning to revisions in the state standards. Greater emphasis is being placed on students being able to explain their problem solving process as well as using mathematics to solve real types of math problems. Major changes in the curriculum is the mastery of multiplication and division concepts at the third grade level. Increased addition and subtraction complexity is occurring in first and second grade. The curriculum revisions was presented to the Curriculum, Americanism & Technology Committee in May. The committee is recommending the curricular changes presented to the board of education.

Motion Passed: To approve the English Language Arts and Mathematics curricula as presented passed with a motion by Borg and a second by Donner.

Yes: Bebee, Borg, Brown, Donner, Rose

No: None

Absent: Victor

Discuss and take appropriate action on EMC property liability insurance.

EMC's completed on-site evaluation found that we are undervalued by \$2,785,437 on our property. Our insurance is based on current replacement costs only, regardless of whether we experience a partial or complete loss. This increase is based upon our 90% replacement coverage.

Motion Passed: To approve an additional cost of \$1,662 for increase in liability coverage of \$2,785,437 passed with a motion by Brown and a second by Rose.

Yes: Bebee, Borg, Brown, Donner, Rose

No: None

Absent: Victor

Discuss and take appropriate action on 2016-17 Extra Duty assignments.

Motion Passed: To table the 2016-17 Extra Duty assignments until the July meeting passed with a motion by Borg and a second by Brown.

Yes: Bebee, Borg, Brown, Donner, Rose

No: None

Absent: Victor

Discuss and take appropriate action to approve one-half time English Language Learner instructor for 2016-17 academic year.

Last month Bejot presented the English Language Learner program report. The findings recommended additional curricular material for the high school including additional "newcomer" materials from National Geographic. The final recommendation was to hire an additional 1/2 time certified instructor for ELL students. This position is dependent upon student numbers and will be a yearly position and subject to closure based upon student numbers. We are proposing to use this individual with both high school and elementary students.

Motion Passed: To approve an additional one-half English Language Learner instructor for the 2016-17 academic year passed with a motion by Rose and a second by Donner.

Yes: Bebee, Borg, Brown, Donner, Rose

No: None

Absent: Victor

Discuss and take appropriate action to purchase science tables, table tops and furniture for the chemistry room.

One of our Board goals is to update the chemistry room tables, desks, storage cabinets. Superintendent Bejot has researched a number of commercial science cabinetry. Due to the high quality oak of the current chemistry tables and the ability to replace the table tops and fixtures, the bases will be refinished instead of being replaced.

Motion Passed: To approve the purchase of science tables, table tops, desks and cabinets at approximate cost of \$30,000 passed with a motion by Donner and a second by Brown.

Yes: Bebee, Borg, Brown, Donner, Rose

No: None

Absent: Victor

Upcoming Dates and Times

The Policy Committee plans to meet July 7 at 4:30, and the next regular board meeting will be Monday, July 11, 2016 at 7:00 PM.

Adjournment

Motion Passed: To adjourn the meeting at 9:17 PM passed with a motion by Borg and a second by Rose.

Yes: Bebee, Borg, Brown, Donner, Rose

No: None

Absent: Victor

Bree Brown, Secretary

Becky Gothier, Recording Secretary

ALL Data

Cash Summary Report

Arranged by:
Fund ID

Date Range: 06/01/2016 thru 06/30/2016

Fund	Beginning	Revenue	Expenditures	Other	Ending	Encumbrances	Payables	Unencumbered
1	GENERAL FUND							
	1,596,257.13	407,540.25	-582,457.82	0.00	1,421,339.56	0.00	0.00	1,421,339.56
2	LUNCH FUND							
	92,193.37	11,022.13	-10,542.99	0.00	92,672.51	0.00	0.00	92,672.51
3	BOND FUND							
	28,803.52	1,531.92	0.00	0.00	30,335.44	0.00	0.00	30,335.44
4	COOPERATIVE FUND							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	DEPRECIATION FUND							
	475,500.50	78.16	0.00	0.00	475,578.66	0.00	0.00	475,578.66
6	EMPLOYEE BENEFIT FUND							
	15,155.20	1.24	-223.20	0.00	14,933.24	0.00	0.00	14,933.24
7	SPECIAL BUILDING FUND							
	522,215.12	849.75	0.00	0.00	523,064.87	0.00	0.00	523,064.87
8	QUALIFIED CAPITAL PURPOSE UNDE							
	119,125.18	9,185.32	0.00	0.00	128,310.50	0.00	0.00	128,310.50
9	Interim							
	1,853.58	2,551.58	-600.16	0.00	3,805.00	0.00	0.00	3,805.00
Report Totals:	2,851,103.60	432,760.35	-593,824.17	0.00	2,690,039.78	0.00	0.00	2,690,039.78

**GENERAL FUND - #195103
TREASURER'S REPORT AS OF JUNE 30, 2016**

BALANCE AS OF JUNE 1, 2016 **\$1,596,257.13**

REVENUE

WCS-General - Limited Computer Use	56.00	
Various Summer Insurance Premium Reimb.	528.71	
Schroeder March Ins Prm Reimb	393.37	
Hoffman Health Ins Reimb	918.13	
Lost/Damaged Library Books	196.80	
Personal Fax Reimb	3.50	
ITE Woods Projects	35.00	
Laurel Concord Coleridge SPED Tuition	2,650.00	
NASB Medicaid	4,836.08	
Milo Meyer - Dirt Sale	1,180.00	
Dorcey - Ford Taurus	2,700.00	
NE Nebraska Ins - Prm Refund	159.00	
ESU 1 - Title III Sub Reimb	216.30	
Activity Center Rent	50.00	
SON - Rangefinding Conf Refund	592.08	
SON - MIPS	2,403.56	
SON - SPED Reimb	49,068.00	
SON - State Aid	43,792.92	
Thurston County - Proceeds	32,525.78	
Dixon County - Proceeds	74,941.89	
Wayne County- Proceeds	193,139.53	
Bank - Interest	252.38	
TOTAL REVENUE		<u><u>\$410,639.03</u></u>

EXPENSES

May Payables	399,987.48	
May Payroll	185,569.23	
TOTAL EXPENDITURES		<u><u>\$585,556.71</u></u>

TOTAL **\$1,421,339.45**

GENERAL FUND AS OF JUNE 30, 2016 **\$1,421,339.45**

BUDGET REPORT

June 30, 2016

		Annual Budget	Monthly Expense	YTD	Budget Balance	Percent Remain
1100	General Ed	2,608,255.00	220,270.56	2,063,133.03	545,121.97	20.90%
1125	Flex Funding	40,706.00	1,038.19	44,284.31	(3,578.31)	-8.79%
1150	LEP Plan	115,250.00	9,703.51	117,970.15	(2,720.15)	-2.36%
1160	Poverty Plan	209,734.00	18,170.47	176,232.39	33,501.61	15.97%
1180	Technology	226,850.00	44,080.27	126,444.64	100,405.36	44.26%
1190	Pre-School	71,315.00	5,569.41	50,170.24	21,144.76	29.65%
1200/90	Special Education	860,870.00	142,998.02	777,799.96	83,070.04	9.65%
2100	Guid/Support Services	175,559.00	11,671.76	131,195.42	44,363.58	25.27%
2212/22	Staff Dev/Media Center	115,955.00	10,574.69	86,203.24	29,751.76	25.66%
2310	Board of Ed	88,000.00	1,298.56	30,899.18	57,100.82	64.89%
2320	Superintendent	157,000.00	12,255.77	126,406.56	30,593.44	19.49%
2400	Principal	295,916.00	24,115.35	236,867.90	59,048.10	19.95%
2510	Business	122,621.00	6,122.61	82,444.73	40,176.27	32.76%
2600	Plant Oper/Maint	495,420.00	33,716.84	273,268.63	222,151.37	44.84%
2750/60	Transportation	226,283.00	10,833.80	166,184.04	60,098.96	26.56%
3135	High Ability Grant	6,302.00	610.28	6,117.66	184.34	2.93%
4200	Title I Part A	90,000.00	7,404.63	74,808.10	15,191.90	16.88%
4310	Title II Part A	12,000.00	6,409.06	12,326.70	(326.70)	-2.72%
4400	ECSE/IDEA	94,372.00	0.00	94,372.00	0.00	0.00%
4915	Title I Part C - Migrant	0.00	0.00	0.00	0.00	0.00%
4925	Title III - Limited English	5,641.00	857.97	6,821.78	(1,180.78)	-20.93%
4992	REAP Grant	27,000.00	0.00	27,545.00	(545.00)	-2.02%
6000	Summer School	9,990.00	4,756.07	5,588.55	4,401.45	44.06%
8000	Transfers	110,000.00	10,000.00	20,000.00	90,000.00	81.82%
TOTAL		6,165,039.00	582,457.82	4,737,084.21	1,427,954.79	23.16%

PREVIOUS YEAR	5,768,372.00	582,469.05	4,713,510.15	1,054,861.85	18.29%
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ALL Data

Current Cash Balance Report

Arranged by:

Date: 09/01/2015 thru 06/30/2016

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A ATHLETICS					
100 FOOTBALL	60.00	1,210.00	358.74	0.00	911.26
105 JH FOOTBALL	0.00	0.00	0.00	0.00	0.00
110 VOLLEYBALL	1,093.15	6,048.50	2,649.69	-946.00	3,545.96
115 JH VOLLEYBALL	0.00	0.00	0.00	0.00	0.00
120 GIRLS GOLF	0.00	0.00	0.00	0.00	0.00
125 BOYS BASKETBALL	54.00	7,212.00	3,664.00	0.00	3,602.00
130 GIRLS BASKETBALL	0.00	3,231.41	1,337.46	0.00	1,893.95
135 JH BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00
140 JH GIRLS BASKETBALL	0.00	0.00	0.00	0.00	0.00
145 TRACK	0.00	0.00	0.00	0.00	0.00
150 JH TRACK	0.00	0.00	0.00	0.00	0.00
155 BOYS GOLF	0.00	0.00	0.00	0.00	0.00
160 NEW UNIFORMS	8,130.87	6,916.50	1,683.73	-2,600.00	10,763.64
170 WRESTLING	1,500.00	3,936.50	3,516.76	-105.00	1,814.74
175 GEN ATHLETICS	5,840.64	40,755.02	37,342.93	3,563.98	12,816.71
180 JH WRESTLING	0.00	0.00	0.00	0.00	0.00
190 ACTIVITY PASSES	0.00	0.00	0.00	0.00	0.00
A ATHLETICS Totals:	16,678.66	69,309.93	50,553.31	-87.02	35,348.26
B CLASSES					
200 CLASS OF 2019	0.00	0.00	0.00	0.00	0.00
205 CLASS OF 2020	0.00	0.00	0.00	101.39	101.39
210 CLASS OF 2021	0.00	170.00	200.00	345.41	315.41
233 CLASS OF 2015	0.00	346.68	990.00	643.32	0.00
234 CLASS OF 2016	0.00	0.00	0.00	0.00	0.00
235 CLASS OF 2017	933.30	3,171.25	4,479.51	457.78	82.82
236 CLASS OF 2018	0.00	751.48	326.36	557.73	982.85
B CLASSES Totals:	933.30	4,439.41	5,995.87	2,105.63	1,482.47
C ORGANIZATIONS					
301 POWER DRIVE	1,140.74	0.00	0.00	0.00	1,140.74
302 FFA	258.10	100.00	197.68	0.00	160.42
303 Speech Club	0.00	2,806.00	1,414.42	0.00	1,391.58
305 DISTRICT 7 FCCLA	531.62	1,810.00	1,487.50	361.00	1,215.12
306 MUSIC BOOSTERS	0.00	0.00	0.00	0.00	0.00
310 NATIONAL HONOR SOCIETY	2,757.61	2,395.00	2,337.42	1,192.04	4,007.23
315 FBLA	1,111.07	15,731.39	17,703.79	1,589.33	728.00
320 ANNUAL	363.46	3,991.00	1,304.69	0.00	3,049.77
325 TOTAD	577.22	0.00	0.00	0.00	577.22
330 FCCLA	2,039.14	3,134.68	4,300.74	335.72	1,208.80
335 STUCO	2,334.52	29.95	849.97	405.34	1,919.84
340 SPEECH & DRAMA	0.00	2,518.61	2,518.61	0.00	0.00
345 ONE ACT	0.00	706.03	706.03	0.00	0.00
346 ART CLUB	2,114.62	742.20	3,045.49	2,013.22	1,824.55
385 LIBRARY	1,420.45	2,158.86	2,159.04	0.00	1,420.27
395 HOMECOMING	0.00	887.86	887.86	0.00	0.00
501 HIGH SCHOOL SWING CHOIR	3,974.73	2,763.12	5,345.76	43.11	1,435.20
553 ELEMENTARY STUCO	572.81	505.28	724.88	500.95	854.16
C ORGANIZATIONS Totals:	19,196.09	40,279.98	44,983.88	6,440.71	20,932.90
D CONCESSIONS					
400 CONCESSIONS	-142.90	18,334.11	10,516.07	-7,675.14	0.00
D CONCESSIONS Totals:	-142.90	18,334.11	10,516.07	-7,675.14	0.00

Current Cash Balance Report

ALL Data

Arranged by:

Date: 09/01/2015 thru 06/30/2016

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
E MISC					
350 SCHOLARSHIPS	0.00	0.00	0.00	0.00	0.00
502 YOUTH FOUNDATION	750.00	0.00	0.00	0.00	750.00
503 LOUNGE	1,282.81	1,142.00	634.06	-54.11	1,736.64
505 CHECKING INTEREST	12,125.31	94.54	0.00	0.00	12,219.85
510 CD INTEREST	2,506.98	17.45	0.00	0.00	2,524.43
520 ELEMENTARY	9,602.74	2,670.08	3,261.74	-556.21	8,454.87
540 POP FUND	12,850.69	2,366.30	4,883.46	-17.98	10,315.55
550 STUDENT FEES	240.00	0.00	0.00	0.00	240.00
555 WAKEFIELD PLAYGROUND FUND	500.00	0.00	0.00	0.00	500.00
560 MEMORIALS	200.00	0.00	0.00	0.00	200.00
576 PE UNIFORMS	438.00	420.00	519.00	0.00	339.00
577 STATE TOURNAMENTS	8,514.69	857.94	4,068.97	-210.00	5,093.66
E MISC Totals:	49,011.22	7,568.31	13,367.23	-838.30	42,374.00
Z Inactive					
215 CLASS OF 2005	0.00	0.00	0.00	0.00	0.00
220 CLASS OF 2006	0.00	0.00	0.00	0.00	0.00
225 CLASS OF 2007	0.00	0.00	0.00	0.00	0.00
226 CLASS OF 2008	0.00	0.00	0.00	0.00	0.00
227 CLASS OF 2009	0.00	0.00	0.00	0.00	0.00
228 CLASS OF 2010	0.00	0.00	0.00	0.00	0.00
229 CLASS OF 2011	0.00	0.00	0.00	0.00	0.00
230 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00
231 CLASS OF 2013	0.00	0.00	0.00	0.00	0.00
232 CLASS OF 2014	0.00	0.00	0.00	0.00	0.00
300 VOCAL/INSTRUMENTAL CONTESTS	0.00	0.00	0.00	0.00	0.00
355 ENTREPRENEURSHIP	0.00	0.00	0.00	0.00	0.00
360 CINCO DE MAYO	0.00	0.00	0.00	0.00	0.00
365 VICA	0.00	0.00	0.00	0.00	0.00
370 EMBROIDERY	0.00	0.00	0.00	0.00	0.00
390 STUDENT ASSISTANCE	500.00	0.00	0.00	0.00	500.00
405 CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
551 5TH BUSINESS FAIR	0.00	0.00	0.00	0.00	0.00
552 TITLE I CARNIVAL	0.00	0.00	0.00	0.00	0.00
575 Wakefield VB	0.00	0.00	0.00	0.00	0.00
Z Inactive Totals:	500.00	0.00	0.00	0.00	500.00
Report Totals:	86,176.37	139,931.74	125,416.36	-54.12	100,637.63

SELECTED

Receipt History Detail

Arranged by:
Receipt Date

<u>Receipt Date</u>	<u>Receipt Number</u>	<u>Deposit Slip Number</u>	<u>Received From</u>	<u>Receipt Description</u>	<u>Amount</u>
06/07/2016	000000		FBLA	Casino Night	693.00
Date Total for 06/07/2016:					693.00
06/16/2016	000000		School District	Transfer	10,209.44
06/16/2016	000000		NSAA	Reimbursements	648.50
Date Total for 06/16/2016:					10,857.94
06/20/2016	000000		VB	Camp	550.00
Date Total for 06/20/2016:					550.00
06/30/2016	000000		Interest	June 2016	11.38
Date Total for 06/30/2016:					11.38
Report Total:					12,112.32

Check Summary Report

Date: 09/01/2015 thru 07/01/2016

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
01/20/2016						
008421	V	06/13/2016	Ponca High School		Golf Entry Fee	0.00
06/02/2016						
008593	O	06/02/2016	Pepsi-Cola of Siouxland		Pop	72.60
008592	O	06/02/2016	Misko Sports		Sinaglet/Wrestling	2,600.00
06/02/2016 Total:						2,672.60
06/07/2016						
008596	O	06/07/2016	The Wakefield Republican		NHS	9.10
008595	O	06/07/2016	Miller Building Supply			45.78
008597	O	06/07/2016	Cubbys		8th Grade/Graphic Design	132.91
008594	V	06/07/2016	Cubbys		5th grade/Graphic Design	0.00
06/07/2016 Total:						187.79
06/13/2016						
008599	O	06/13/2016	Pierce High School		BB Team Camp	100.00
06/15/2016						
008600	O	06/15/2016	VISA			858.07
06/16/2016						
008601	O	06/16/2016	Riddell/All American		FB Helmets	964.23
06/17/2016						
008602	O	06/17/2016	Staples Credit Plan		NHS Envelopes	57.58
06/21/2016						
008603	O	06/21/2016	Hauff Mid-America Sports		Track Uniforms	719.50
06/22/2016						
008604	O	06/22/2016	Marissa Wallace		5 Students to Nationals	1,646.00
06/27/2016						
008605	O	06/27/2016	Cash		Meals for Nationals	1,000.00
06/29/2016						
008606	O	06/29/2016	Impact Applications INC		Subscription	400.00
008607	O	06/29/2016	School Today		School Today Activity Schedule	250.00
06/29/2016 Total:						650.00

8855.77

Check Register

Direct

Dep. Invoice	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

Checks Printed

1 - GENERAL FUND

Bank Account :A - Iowa-Nebraska State Bank

00047494	07/08/2016	AMERITAS		Ameritas Life Ins Corp	
2VISR.382	07/14/2016		07/14/2016	Jul 16 Payroll	440.12
Jul2016	07/07/2016		07/07/2016	Summer Vision Ins	93.32
Check Total					533.44

00047495	07/08/2016	APPEARA		Appearra	
0127342	06/02/2016		07/05/2016	Mops, Towels & Uniforms	62.67
0127348	06/02/2016		07/05/2016	BB Towels & Uniforms	27.76
0128946	06/09/2016		07/05/2016	Mops, Towels & Uniforms	71.95
0128954	06/09/2016		07/05/2016	BB Towels & Uniforms	29.62
0130632	06/16/2016		07/05/2016	Mops, Towels & Uniforms	62.67
0130639	06/16/2016		07/05/2016	BB Towels & Uniforms	27.76
0132302	06/23/2016		07/05/2016	Mops, Towels & Uniforms	62.67
0132310	06/23/2016		07/05/2016	BB Towels & Uniforms	33.76
0133930	06/30/2016		07/05/2016	Mops, Towels & Uniforms	62.67
0133936	06/30/2016		07/05/2016	BB Towels & Uniforms	27.76
Check Total					469.29

00047496	07/08/2016	BLICKART		Blick Art Materials	
6162842	06/09/2016		07/05/2016	Poster Board	73.45
Check Total					73.45

00047497	07/08/2016	BLUECROS		Blue Cross and Blue Shield of NE	
2BCBD.382	07/14/2016		07/14/2016	Jul 16 Payroll	590.32
2BCDENR.382	07/14/2016		07/14/2016	Jul 16 Payroll	1,093.70
3BCBS.382	07/14/2016		07/14/2016	Jul 16 Payroll	53,624.90
3DENT.382	07/14/2016		07/14/2016	Jul 16 Payroll	1,281.69
Jul16-1	07/05/2016		07/05/2016	B Hoffman Hlth Ins	1,152.28
Jul16-6	07/05/2016		07/05/2016	V Hall Dental Ins	46.80
Jul16-7	07/08/2016		07/08/2016	D Johnson Hlth Ins	561.96
July16-3	07/05/2016		07/05/2016	M Brudigam Hlth Ins	561.96
Check Total					58,913.61

00047498	07/08/2016	CENGAGE		Cengage Learning	
58210006	06/14/2016		07/05/2016	Inside Fundamentals	1,602.56
Check Total					1,602.56

00047499	07/08/2016	CENTERP		CenterPoint Energy Services Retail LLC	
150-1605-6886	07/05/2016		07/08/2016	May BB Utilities 3673/47	58.19
150-1605-6886-1	07/05/2016		07/08/2016	May Utilities 1967/487	283.10
150-1605-6886-2	07/05/2016		07/08/2016	May Utilitites	991.02
Check Total					1,332.31

00047500	07/08/2016	CENTLINK		Century Link	
402-287-2943 Jun	06/04/2016		07/05/2016	BB Phone Service	62.78

Check Register

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
Check Total					62.78
00047501	07/08/2016	CITYWAKE		City of Wakefield	
Jun16-1	06/21/2016		07/05/2016	Jun PF Utilitites	244.56
Jun16-2	06/21/2016		07/05/2016	Jun BB Utilitities	156.34
Jun16-3	06/21/2016		07/05/2016	Jun Utilitites	4,481.65
Check Total					4,882.55
00047502	07/08/2016	CUBBY'S		Cubby's Inc.	
11102707947	06/06/2016		07/08/2016	Fuel	19.87
11102718217	06/07/2016		07/07/2016	Bus Diesel	61.37
11102790596	06/15/2016		07/08/2016	Fuel	16.87
11102800890	06/16/2016		07/07/2016	Mower Diesel	24.35
11102934376	06/29/2016		07/07/2016	Bus Diesel	37.89
11102944680	06/30/2016		07/07/2016	Mower Diesel	24.00
Check Total					184.35
00047503	07/08/2016	DIXONCOU		Dixon County Clerks Office	
Jun 2016	06/20/2016		07/05/2016	Primary Election Exp	312.33
Check Total					312.33
00047504	07/08/2016	EGANSUPP		Egan Supply Co.	
247361A	06/16/2016		07/05/2016	Floor Wax	1,058.80
247533	06/30/2016		07/05/2016	Floor Scrubber/Supplies	8,130.89
Check Total					9,189.69
00047505	07/08/2016	EKBERGAU		Ekberg Auto Parts, Inc.	
358553	06/06/2016		07/05/2016	Supplies	15.58
358665	06/08/2016		07/05/2016	Floor Dry	33.16
358692	06/08/2016		07/05/2016	Oil Filters	169.24
359158	06/17/2016		07/05/2016	Supplies	28.68
359320	06/22/2016		07/05/2016	Spash Guard	28.98
359385	06/23/2016		07/05/2016	Supplies	18.28
359540	06/27/2016		07/05/2016	Supplies	7.49
359579	06/28/2016		07/07/2016	Alum	6.69
Check Total					308.10
00047506	07/08/2016	ESU1		ESU #1	
R107102	06/22/2016		07/05/2016	Educator Effectiveness	400.00
Check Total					400.00
00047507	07/08/2016	FIREPROT		Fire Protection Services, LLC	
6797	07/06/2016		07/08/2016	Semi-Annual Fire Alarm Inspect	1,232.67
6798	07/06/2016		07/08/2016	Fire Alarm Repair	979.00
Check Total					2,211.67
00047508	07/08/2016	FOLLSCHS		Follett School Solutions, Inc	
385002F-5	06/10/2016		07/05/2016	Library Material	373.62

Check Register

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
				Check Total	373.62
00047509	07/08/2016	GILLHAUL		Gill Hauling, Inc.	
283589	07/01/2016		07/05/2016	Dumpster Service	192.50
283980	06/30/2016		07/05/2016	Rolloff Service	271.60
				Check Total	464.10
00047510	07/08/2016	HANSREX		Rex Hansen	
Jul16	07/07/2016		07/08/2016	Concrete Floor Paint	96.24
				Check Total	96.24
00047511	07/08/2016	HARDRIV		Hard Drive Outlet	
IN18216	06/21/2016		07/05/2016	Copier Base Contract	296.40
IN18216-1	06/21/2016		07/05/2016	Copier Contract Overage	7.92
				Check Total	304.32
00047512	07/08/2016	HAUFFSPO		Hauff Mid-America Sports, Inc	
201405	06/27/2016		07/05/2016	Award Plaque Engraving	120.00
				Check Total	120.00
00047513	07/08/2016	JOSJMB		Jostens-JMB Recognition	
2149	04/06/2016		07/05/2016	Honor Cords	71.55
				Check Total	71.55
00047514	07/08/2016	JOSTENSI		Josten's Inc.	
18954621	06/10/2016		07/05/2016	Diploma	32.80
				Check Total	32.80
00047515	07/08/2016	KLEINELE		Klein Electric, Inc.	
2211	07/05/2016		07/08/2016	Outlet Installation	577.33
				Check Total	577.33
00047516	07/08/2016	KORNERMA		Korner Mart	
15116	06/16/2016		07/07/2016	Fuel	34.68
15852	06/20/2016		07/07/2016	Fuel	46.03
				Check Total	80.71
00047517	07/08/2016	KSBSCHO		KSB School Law, PC LLO	
1856	07/05/2016		07/07/2016	Legal Service	1,070.00
				Check Total	1,070.00
00047518	07/08/2016	LESSMANE		Lessman Electric Co, Inc	
138600	06/23/2016		07/08/2016	Short Socket	20.00
139122	06/14/2016		07/05/2016	Lightbulbs	174.00
				Check Total	194.00
00047519	07/08/2016	LINWELD		Matheson Tri-Gas Inc	
51021926	06/30/2016		07/05/2016	ITE Gases	176.60

Check Register

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
Check Total					176.60
00047520	07/08/2016	LUBBERST		Dawn Lubberstedt	
Jun 2016	07/07/2016		07/07/2016	English Supplies	49.36
Check Total					49.36
00047521	07/08/2016	MADINATI		Madison National Life	
2SALP.382	07/14/2016		07/14/2016	Jul 16 Payroll	1,302.97
2SUPP.382	07/14/2016		07/14/2016	Jul 16 Payroll	27.34
3LIFE.382	07/14/2016		07/14/2016	Jul 16 Payroll	663.00
Jul16	07/05/2016		07/05/2016	MK Life Ins Prm	8.75
Jul16-1	07/05/2016		07/05/2016	MM Life Ins Prm	7.00
Jul16-3	07/08/2016		07/08/2016	LJ LTD	7.09
Check Total					2,016.15
00047522	07/08/2016	MARCINC		Marco, Inc	
18991734	06/29/2016		07/05/2016	Copier Lease	1,618.53
Check Total					1,618.53
00047523	07/08/2016	MGTRUS		MG Trust Company	
2403B.382	07/14/2016		07/14/2016	Jul 16 Payroll	1,032.77
2403BROTH.382	07/14/2016		07/14/2016	Jul 16 Payroll	1,620.00
Check Total					2,652.77
00047524	07/08/2016	MILLBLDG		Miller Building Supply	
125642	06/03/2016		07/05/2016	Moth Balls	4.69
125802	06/07/2016		07/05/2016	Paint	35.99
125906	06/09/2016		07/05/2016	Supplies	30.89
126074	06/13/2016		07/05/2016	Bulletin Board	22.15
126112	06/14/2016		07/05/2016	Expansion Cement	8.25
126115	06/14/2016		07/05/2016	Paint Roller	22.98
126120	06/14/2016		07/05/2016	Compressed Air	27.15
126137	06/14/2016		07/05/2016	Paint	35.99
126155	06/15/2016		07/05/2016	Supplies	35.74
126424	06/21/2016		07/05/2016	Ceiling Tile	63.25
126429	06/21/2016		07/05/2016	Cork Tile	75.00
126480	06/22/2016		07/05/2016	Tile	30.50
126491	06/22/2016		07/05/2016	Paint	41.69
126686	06/27/2016		07/07/2016	Paint Supplies	52.99
126688	06/27/2016		07/05/2016	Paint & Supplies	140.31
126698	06/27/2016		07/07/2016	Supplies	23.45
126833	06/29/2016		07/07/2016	Paint Supplies	220.74
126866	06/30/2016		07/05/2016	Paint & Supplies	116.80
Check Total					988.56
00047526	07/08/2016	NASB		Nebr Assoc Of School Boards	
40085	06/10/2016		07/05/2016	NAEP Workshop	75.00

Check Register

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
				Check Total	75.00
00047527	07/08/2016	NASSP/NHS		NASSP/NHS	
Jul16	07/05/2016		07/05/2016	NHS Chapter Renewal	385.00
				Check Total	385.00
00047528	07/08/2016	NEBCOU		Nebr Council Of School Adm	
45216	06/22/2016		07/05/2016	Student Discipline & Hearing W	300.00
				Check Total	300.00
00047529	07/08/2016	NEBRASK3		IA/NE State Bank	
2FICA.382	07/14/2016		07/14/2016	Jul 16 Payroll	14,378.29
2FICM.382	07/14/2016		07/14/2016	Jul 16 Payroll	3,362.68
2USIT.382	07/14/2016		07/14/2016	Jul 16 Payroll	22,433.11
3FICA.382	07/14/2016		07/14/2016	Jul 16 Payroll	14,378.29
3FICM.382	07/14/2016		07/14/2016	Jul 16 Payroll	3,362.68
				Check Total	57,915.05
00047530	07/08/2016	NEBRASK4		Nebraska Dept Of Revenue	
2NEIT.382	07/14/2016		07/14/2016	Jul 16 Payroll	8,138.27
				Check Total	8,138.27
00047531	07/08/2016	NEBRASK5		Nebraska Retirement System	
2NTRT.382	07/14/2016		07/14/2016	Jul 16 Payroll	22,871.49
3NTRT.382	07/14/2016		07/14/2016	Jul 16 Payroll	23,100.22
				Check Total	45,971.71
00047532	07/08/2016	NECHISUP		Nebraska Child Support Payment Center	
2CHSUP.382	07/14/2016		07/14/2016	Jul 16 Payroll	935.00
				Check Total	935.00
00047533	07/08/2016	NENETIRE		Northeast Nebraska Tire & Trailer Sales	
1638	06/02/2016		07/05/2016	Tires	329.52
				Check Total	329.52
00047534	07/08/2016	OMAHATRUC		Omaha Truck Center Inc.	
23650	06/22/2016		07/05/2016	Bus Fenders	498.94
359539H	07/06/2016		07/08/2016	Bus Fenders	586.54
360306S	06/01/2016		07/08/2016	Bus Repair	410.88
				Check Total	1,496.36
00047535	07/08/2016	ORKIN		Orkin Exterminating Inc	
123081428	07/13/2016		07/05/2016	Pest Control	114.65
				Check Total	114.65
00047536	07/08/2016	SCHOOUTF		School Outfitters, LLC	
INV12007582	06/15/2016		07/05/2016	Chair Dolly	145.23
INV12008166	06/16/2016		07/05/2016	Storage Cabinets - Chemistry R	2,212.78

Check Register

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
				Check Total	2,358.01
00047537	07/08/2016	SCHSPECL		School Specialty, Inc	
208116366226	06/10/2016		07/05/2016	Colored Pencils	12.46
				Check Total	12.46
00047538	07/08/2016	SHTAXSER		S & H Tax Service	
2CHCR.382	07/14/2016		07/14/2016	Jul 16 Payroll	1,526.84
2MEDR.382	07/14/2016		07/14/2016	Jul 16 Payroll	3,529.82
				Check Total	5,056.66
00047539	07/08/2016	SIDELINES		SIDELINES Bar & Grille	
3231	07/01/2016		07/07/2016	Data Retreat/Coach Mtg Meal	209.07
				Check Total	209.07
00047540	07/08/2016	SOCS		FES, Inc	
INV007557	07/01/2016		07/07/2016	SOCS Web Hosting Royalty	2,160.00
				Check Total	2,160.00
00047541	07/08/2016	STAPLES		Staples Credit Plan	
Jun 2016	06/09/2016		07/05/2016	Supplies/Office Chairs	4,451.27
				Check Total	4,451.27
00047542	07/08/2016	TRIDFURN		Trident Furniture Group Inc	
74459	04/29/2016		07/08/2016	Folding Tables	467.96
				Check Total	467.96
00047543	07/08/2016	UNIVPUBL		Universal Publishing	
65321	06/27/2016		07/05/2016	Beg Curs Writing	95.59
				Check Total	95.59
00047544	07/08/2016	VANDERVE		Dwight Vanderveen	
Jun2016	06/01/2016		07/05/2016	Bus Permit	7.50
				Check Total	7.50
00047545	07/08/2016	VISA		VISA	
Jul16-8	05/25/2016		07/08/2016	COF Supplies - AR Acct	11.49
Jun16-1	06/09/2016		07/05/2016	PO Box Renwal	198.00
Jun16-10	05/23/2016		07/05/2016	COF Supplies - AR Acct	172.78
Jun16-11	05/23/2016		07/05/2016	Storage Tubs	63.89
Jun16-13	05/26/2016		07/05/2016	COF Supplies - DJ Acct	44.40
Jun16-14	06/07/2016		07/05/2016	Nebraska Flags	78.90
Jun16-15	06/21/2016		07/05/2016	American Flag and Pole Repair	146.98
Jun16-16	06/21/2016		07/05/2016	SPED Supplies	116.93
Jun16-17	05/24/2016		07/05/2016	COF Supplies - AR Acct	143.47
Jun16-2	06/10/2016		07/05/2016	Baby Changing Station	225.27
Jun16-4	06/13/2016		07/05/2016	Growing Leaders	23.14
Jun16-5	06/15/2016		07/05/2016	Creative Cloud	209.95

Check Register

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
	Jun16-6	05/23/2016		OSMO Genius Kit - COF DJ Acct	99.00
	Jun16-7	06/15/2016		Calendar	45.77
	Jun16-8	05/25/2016		COF Supplies - DJ Acct	87.29
Check Total					1,667.26
00047547		07/08/2016	VOSSLIG	Voss Lighting	
10167565-00		06/14/2016		Light Bulbs	119.10
Check Total					119.10
00047548		07/08/2016	WALMART2	Walmart Community	
Jul1-3		06/28/2016		Hard Drive Backup	79.46
Jul16-1		06/28/2016		Bill Counter	199.98
Jul16-10		06/28/2016		Supplies	41.76
Jul16-2		06/28/2016		Folding Table	39.88
Jul16-4		06/28/2016		Supplies	69.84
Jul16-5		06/28/2016		Storage Bags	49.76
Jul16-6		06/28/2016		Supplies	71.89
Jul16-7		06/28/2016		Supplies	192.15
Jul16-8		06/28/2016		Laundry Soap	35.34
Jul16-9		06/28/2016		Xacto Knife	3.97
Check Total					784.03
00047549		07/08/2016	WANATLINS	Washington National Insurance Co	
2CAND.382		07/14/2016		Jul 16 Payroll	267.50
Check Total					267.50
00047550		07/08/2016	WAYNEHER	Wayne Herald	
Jun2016		06/30/2016		Volleyball Coach Ad	18.00
Check Total					18.00
00047551		07/08/2016	WCS-GEN	WCS-General Fund	
2LCU.382		07/14/2016		Jul 16 Payroll	48.00
2SUMINR.382		07/14/2016		Jul 16 Payroll	48.79
2SUMRDV.382		07/14/2016		Jul 16 Payroll	2.30
Check Total					99.09
00047552		07/08/2016	WCSINTER	Wakefield School-Interim	
4400		06/27/2016		Natl FBLA Meals	200.00
Jun16		06/08/2016		Pitney Bowes - Postage	400.00
Check Total					600.00
00047553		07/08/2016	WYNOT	Wynot Pubic Schools	
244		06/28/2016		Wet Floor Signs	20.00
Check Total					20.00
1 - GENERAL FUND Totals:					225,416.83

Check Register

Direct

Dep. Invoice	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

2 - LUNCH FUND

Bank Account :B - Iowa-Nebraska State Bank

00004111	07/08/2016	AMERITAS		Ameritas Life Ins Corp	
2VISR.382	07/14/2016		07/14/2016	Jul 16 Payroll	4.32
Check Total					4.32

00004112	07/08/2016	BLUECROS		Blue Cross and Blue Shield of NE	
3BCBS.382	07/14/2016		07/14/2016	Jul 16 Payroll	536.65
3DENT.382	07/14/2016		07/14/2016	Jul 16 Payroll	25.31
Check Total					561.96

00004113	07/08/2016	CENTERP		CenterPoint Energy Services Retail LLC	
150-1605-6886-3	07/05/2016		07/08/2016	May Utilitites 5367/91	80.68
Check Total					80.68

00004114	07/08/2016	HARRIS		Harris School Solutions	
MN00090727	06/17/2016		07/05/2016	eTriton	1,845.00
XT00117583	06/30/2016		07/08/2016	eTriton Training & Data Impor	900.00
Check Total					2,745.00

00004115	07/08/2016	HOBART		Hobart Sales And Service	
OC71226	06/29/2016		07/05/2016	Kitchen Inspection	299.00
Check Total					299.00

00004116	07/08/2016	MADINATI		Madison National Life	
2SUPP.382	07/14/2016		07/14/2016	Jul 16 Payroll	0.36
3LIFE.382	07/14/2016		07/14/2016	Jul 16 Payroll	29.25
Check Total					29.61

00004117	07/08/2016	MGTRUS		MG Trust Company	
2403B.382	07/14/2016		07/14/2016	Jul 16 Payroll	17.23
Check Total					17.23

00004118	07/08/2016	NEBRASK3		IA/NE State Bank	
2FICA.382	07/14/2016		07/14/2016	Jul 16 Payroll	25.71
2FICM.382	07/14/2016		07/14/2016	Jul 16 Payroll	6.01
2USIT.382	07/14/2016		07/14/2016	Jul 16 Payroll	49.80
3FICA.382	07/14/2016		07/14/2016	Jul 16 Payroll	25.71
3FICM.382	07/14/2016		07/14/2016	Jul 16 Payroll	6.01
Check Total					113.24

00004119	07/08/2016	NEBRASK4		Nebraska Dept Of Revenue	
2NEIT.382	07/14/2016		07/14/2016	Jul 16 Payroll	12.25
Check Total					12.25

00004120	07/08/2016	SCHOOLNUT		School Nutrition Association	
486231 - 2016	07/05/2016		07/05/2016	Membership Renewal	47.50

ALL Data

Check Register

Arranged by:
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
				Check Total	47.50
00004121	07/08/2016	SHTAXSER		S & H Tax Service	
2MEDR.382	07/14/2016		07/14/2016	Jul 16 Payroll	14.36
				Check Total	14.36
				2 - LUNCH FUND Totals:	3,925.15

ALL Data

Check Register

Arranged by:
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

5 - DEPRECIATION FUND

Bank Account :E - Nebraska State Bank

00001101	07/08/2016	BROWCONS		Cory Brown Construction	
Jun 2016	06/23/2016		07/07/2016	Announcer's Booth	13,798.00

Check Total	13,798.00
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5 - DEPRECIATION FUND Totals:	13,798.00
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ALL Data

Check Register

Arranged by:
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

6 - EMPLOYEE BENEFIT FUND

Bank Account :F - Nebraska State Bank

00001222	07/08/2016	SHTAXSER		S & H Tax Service	223.20
Jul 2016	07/01/2016		07/05/2016	Sect 125 Admin Fees	

Check Total	223.20
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6 - EMPLOYEE BENEFIT FUND Totals:	223.20
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Total of Checks Printed:	243,363.18
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ALL Data

Check Register

Arranged by:
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

Deposits Printed

1 - GENERAL FUND

Bank Account :A - Iowa-Nebraska State Bank

DD	00001223	07/08/2016	HSACARSLA	Iowa-Nebraska State Bank	
	3HSACARSLA.38	07/14/2016		07/14/2016 Jul 16 Payroll	83.87
	2				

Check Total 83.87

1 - GENERAL FUND Totals: 83.87

Total of Deposits Printed: 83.87

ALL Data

Check Register

Arranged by:
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
	Invoice	Invoice Date	PO Number	PO Date	Description

Deposit Emails

1 - GENERAL FUND

Bank Account :A - Iowa-Nebraska State Bank

E	00001224	07/08/2016	HSA-CARRSH	State Nebraska Bank	
	3HSASC.382	07/14/2016		07/14/2016	Jul 16 Payroll

Check Total 236.48

1 - GENERAL FUND Totals: 236.48

Total of Deposit Emails: 236.48

Report Total: 243,683.53

Check Register

Direct

Dep. Invoice	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

Checks Printed

1 - GENERAL FUND

Bank Account :A - Iowa-Nebraska State Bank

00047554	07/11/2016	ESU1		ESU #1	
AV-535	07/07/2016		07/11/2016	Summer Maintenance	130.40
C-533	07/07/2016		07/11/2016	Summer Maintenance	5,280.55
Check Total					5,410.95
00047555	07/11/2016	INGRAMBO		Ingram Library Services, Inc.	
93661671	07/01/2016		07/11/2016	Library Material	62.58
Check Total					62.58
00047556	07/11/2016	KORNERMA		Korner Mart	
14593	06/13/2016		07/08/2016	Fuel	28.57
15399	06/17/2016		07/08/2016	Fuel	23.88
18665	07/06/2016		07/08/2016	DE Fuel	29.80
18806	07/07/2016		07/08/2016	DE Fuel	22.34
Check Total					104.59
00047557	07/11/2016	NORFTRU		Norfolk Truck Center	
360620S	07/08/2016		07/11/2016	Bus Repair	683.59
Check Total					683.59
00047558	07/11/2016	SCHSPECL		School Specialty, Inc	
208116457256	07/01/2016		07/11/2016	Construction Paper	144.48
Check Total					144.48
00047559	07/11/2016	WAKEREP3		The Wakefield Republican	
17984	06/02/2016		07/11/2016	Volleyball Coach Ad	38.00
18253	06/09/2016		07/11/2016	Meeting Notice	8.29
18506	06/23/2016		07/11/2016	Meeting Proceedings	192.45
18705	06/30/2016		07/11/2016	Envelopes	276.50
Check Total					515.24
1 - GENERAL FUND Totals:					6,921.43
Total of Checks Printed:					6,921.43
Report Total:					6,921.43

2016-2017 Extra Duty Assignments--DRAFT

Season	Position	2016-2017	2015-2016
Fall	FB Head	Hassler	Hassler
Fall	FB Asst	Clay	Clay
Fall	FB Asst	Burenheide	Burenheide
Fall	FB Asst	N/A	N/A
Fall	FB JH	Burenheide & Wendte	Burenheide & Wendte
Fall	VB Head	Borg	Hansen
Fall	VB Asst	Bethany Malmkar	Rusk
Fall	VB Asst	(TBD)	N/A
Fall	VB JH	Malmkar & Schmidt	S. Metzler & Schmidt
Fall	One-Act Play	Johnson & Conyers	Kluthe & Borg
Fall	Homecoming	Wallace	Borg
Winter	BB Boys Head	Wendte	Wendte
Winter	BB Boys Asst	A. Galles	A. Galles
Winter	BB Boys JH	Clay & Wendte	Clay & Wendte
Winter	BB Girls Head	Metzler	C. Metzler
Winter	BB Girls Asst	McPhillips	McPhillips
Winter	BB Girls JH	Jech & Metzler	C. Metzler & ???
Winter	WR Head	Burenheide	Burenheide
Winter	WR Asst	Forrest Jones	???
Winter	WR JH	Burenheide	Burenheide
Spring	Golf Head	Metzler	C. Metzler
Spring	TR Head B-G	Hassler	Hassler
Spring	TR Asst B-G	Carroll	Carroll
Spring	TR Asst B-G	A. Galles	A. Galles
Spring	TR Asst B-G	Borg	Borg
Spring	TR JHB	Burenheide	Burenheide
Spring	TR JHG	Wallace	Wallace
Spring	Baseball Asst	Clay	Wendte
Spring	Speech	Vander Weil	Vander Weil
Spring	Speech Asst	Conyers	Greve (?)
Yearly	Annual	Hassler	Hassler
Yearly	FBLA	Wallace	Wallace
Yearly	Instrumental Music	Trenhaile	Trenhaile
Yearly	Vocal Music	Nicholson	Nicholson
Yearly	FCCLA	M. Galles	M. Galles
Yearly	Student Council	Roberts	Roberts
Yearly	Senior Class	Harding	Harding
Yearly	Junior Class	Rusk	Rusk
Yearly	Soph Class	Wallace	Wallace

Yearly	Frosh Class	Reimers	Reimers
Yearly	8th Grade Class	Carroll	Carroll
Yearly	7th Grade Class	Johnson	D. Johnson
Yearly	NHS	Harding	Harding
Yearly	Art Club	Hassler	Hassler
Yearly	Concessions	Carroll	Carroll

2016-2017 Extra Duty Assignments--DRAFT

Season	Position	2016-2017	2015-2016
Fall	FB Head	Hassler	Hassler
Fall	FB Asst	Clay	Clay
Fall	FB Asst	Burenheide	Burenheide
Fall	FB Asst	N/A	N/A
Fall	FB JH	Burenheide & Wendte	Burenheide & Wendte
Fall	VB Head	Borg	Hansen
Fall	VB Asst	Bethany Malmkar	Rusk
Fall	VB Asst	(TBD)	N/A
Fall	VB JH	Malmkar & Schmidt	S. Metzler & Schmidt
Fall	One-Act Play	Johnson & Conyers	Kluthe & Borg
Fall	Homecoming	Wallace	Borg
Winter	BB Boys Head	Wendte	Wendte
Winter	BB Boys Asst	A. Galles	A. Galles
Winter	BB Boys JH	Clay & Wendte	Clay & Wendte
Winter	BB Girls Head	Metzler	C. Metzler
Winter	BB Girls Asst	McPhillips	McPhillips
Winter	BB Girls JH	Jech & Metzler	C. Metzler & ???
Winter	WR Head	Burenheide	Burenheide
Winter	WR Asst	Forrest Jones	???
Winter	WR JH	Burenheide	Burenheide
Spring	Golf Head	Metzler	C. Metzler
Spring	TR Head B-G	Hassler	Hassler
Spring	TR Asst B-G	Carroll	Carroll
Spring	TR Asst B-G	A. Galles	A. Galles
Spring	TR Asst B-G	Borg	Borg
Spring	TR JHB	Burenheide	Burenheide
Spring	TR JHG	Wallace	Wallace
Spring	Baseball Asst	Clay	Wendte
Spring	Speech	Vander Weil	Vander Weil
Spring	Speech Asst	Conyers	Greve (?)
Yearly	Annual	Hassler	Hassler
Yearly	FBLA	Wallace	Wallace
Yearly	Instrumental Music	Trenhaile	Trenhaile
Yearly	Vocal Music	Nicholson	Nicholson
Yearly	FCCLA	M. Galles	M. Galles
Yearly	Student Council	Roberts	Roberts
Yearly	Senior Class	Harding	Harding
Yearly	Junior Class	Rusk	Rusk
Yearly	Soph Class	Wallace	Wallace

Yearly	Frosh Class	Reimers	Reimers
Yearly	8th Grade Class	Carroll	Carroll
Yearly	7th Grade Class	Johnson	D. Johnson
Yearly	NHS	Harding	Harding
Yearly	Art Club	Hassler	Hassler
Yearly	Concessions	Carroll	Carroll



NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

455 S. 11th St, Ste B
Lincoln, NE 68508

2015-16

EXECUTIVE COMMITTEE

Officers:

Greg Sjuts, President.
Humphrey Public Schools
Humphrey, Nebraska

Matt Fisher, Past President.
Northwest Public Schools
Grand Island, Nebraska

Stephen Grizzle, Pres-Elect.
Fairbury Public Schools
Fairbury, Nebraska

Dr. Jamie Isom, Secretary.
Valentine Community Schools
Valentine, Nebraska

District Representatives:

Dr. Caroline Winchester, West
Chadron Public Schools
Chadron, Nebraska

Jason Alexander, North Central
Ord Public Schools
Ord, Nebraska

Charles Isom, Southeast
Superior Public Schools
Superior, Nebraska

Jason Dolliver, Northeast
Pender Public Schools
Pender, Nebraska

Jim Kent, Southwest
Dundy County-Stratton Public Schs
Benkelman, Nebraska

Dr. Dennis Shipp, South Central
Bertrand Public Schools
Bertrand, Nebraska

Executive Director:

Dr. Jon Habben
455 S. 11th St, Ste B
Lincoln, NE 68508
402-440-4378

Lobbyist:

Trent P. Nowka
Cutshall & Nowka.
Suite 201
1233 Lincoln Mall,
Lincoln, NE 68508
402-476-1440

June 30, 2015

To: NRCSA Members
From: Dr. Jon Habben, Executive Director
Re: 2015-16 Membership

Thank you for being an active member of the Nebraska Rural Community Schools Association (NRCSA)! Your continued membership will help assure NRCSA's ongoing effort to continue rural community school advocacy. Thanks to you, NRCSA had 184 member school districts and Educational Service Units in 2014-15 representing over 70,000 students across 88 counties and 24 legislative districts throughout Nebraska.

NRCSA continues to represent members by:

- √ Providing a direct voice in legislation concerning rural schools and keeping members informed of pending legislation, including the opportunity to meet directly with policy-makers at the Legislative Forum.
- √ Promoting active involvement of rural schools in policy decisions of state and national educational entities, including being a state affiliate organization to the National Rural Education Association (NREA).
- √ Maintaining communications with the Nebraska Department of Education on issues affecting rural schools.
- √ Providing a forum for discussing issues facing rural schools.
- √ Providing networking and learning opportunities for board members and administrators
- √ Recognizing individuals who have demonstrated leadership in promoting rural education in Nebraska, as well as highlighting programs that provide student learning opportunities.
- √ Providing an expanding student scholarship program
- √ Enhancing the image of quality education and life in rural schools and communities.
- √ Providing learning opportunities for administrators and board members through conferences and meetings.

NRCSA puts these principles into practice through a number of programs and statewide events. NRCSA is a regular presence at the Capitol through a professional lobbyist and the Executive Director. Together, the executive director and lobbyist work with senators, and their staff, to help inform and impact the legislative process about the interests of rural schools.

NRCSA maintains a 'Members' Only' section on its website (www.nrca.net) which is updated periodically by the executive director. This section, which is only available to superintendents of NRCSA member schools, provides information on current legislation and serves as an archive to document NRCSA activities.

NRCSA's scholarship program provided 15 scholarships totaling \$15,000.00 this past year, to help deserving students planning careers in education. The program includes eleven NRCSA scholarships for graduating seniors in NRCSA member schools, as well as two Gary Fisher Fine Arts Scholarships available for deserving students who wish to study fine arts. The NRCSA Scholarships are endowed through the Lincoln Community Foundation by the Graf family, while the Gary Fisher scholarships are funded through donations and a portion of the proceeds from the annual NRCSA Golf Tournament. Thanks to the generous support of contributors and investments by NRCSA, the scholarship program will continue to expand in the coming years. NRCSA OneCard revenue is responsible for the growth in this program, so we encourage you to consider the NRCSA OneCard program, if you aren't already a NRCSA OneCard district.

In addition to the scholarships, NRCSA also has an awards program that recognizes those who demonstrate outstanding leadership and character in member schools. Awards are given annually for Outstanding Superintendent, Principal, Board Member, Elementary and Secondary Teacher, and ESU Staff Member.



NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

455 S. 11th St, Ste B
Lincoln, NE 68508

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Trent P. Nowka
Cutshall & Nowka.
Suite 201
1233 Lincoln Mall,
Lincoln, NE 68508
402-476-1440

NRCSA also puts on a number of statewide events including a pre-Administrator Days golf tournament, the Legislative Forum, and the Spring Conference. These events provide an opportunity to network with legislators, other school administrators, gather information, and make your voice heard on issues concerning public education in Nebraska. There are important learning opportunities for both board members and administrators, particularly those new to their roles, within the Forum and Spring Conference.

There is opportunity for superintendents to be further involved in the organization through the Executive Committee (10 elected members), Legislative Committee (22 appointed members), and Scholarship & Recognition Committee (10 appointed members), representing all six NRCSA districts. There are also fall District Meetings in each of the six NRCSA districts that are open to all NRCSA member school districts, as well as to non-member districts as an opportunity to hear about the organization and its activities. Also recently appointed is a fifteen-member NRCSA REL Central Project Team of NRCSA superintendents working on a best practices model for rural districts, which may become a joint project with the other states in the REL Central region.

It is an exciting time for NRCSA and an exciting time to be a member! There are two ways to renew your membership. You may update and return the superintendent and board member contact information included. Or you may submit an Online Membership Form. Simply go to www.nrca.net and click on 'Membership' then, select 'Regular Member'. Click the 'Complete Membership Form Online' link and follow the directions. District dues for 2015-16 remain unchanged, at \$700.00, due September 1st

Again this year, NRCSA is offering a discounted membership in the National Rural Education Association (NREA). NRCSA is one of thirty-one state affiliates of the NREA and as such, can offer NRCSA member schools a twenty-five percent discount on NREA memberships. There are two membership options: An individual membership (cost \$75.00 per year) and a school district membership (cost \$300.00 per year). The individual membership allows a single person to maintain membership in the NREA, while a district membership allows up to seven (7) people (such as board members or other staff) to be listed as members under the school district's membership. If you would like to join the NREA, as well NRCSA, simply complete the enclosed registration form and return it to NRCSA along with a check for the cost of membership dues. A separate check must be submitted for NREA dues, made out to NREA. The checks and information collected will be forwarded to the NREA. Joining the NREA is an optional addition to NRCSA membership dues.

Thank you in advance for your continued support of NRCSA and quality education for all students in rural Nebraska. Your membership and voice toward growing your rural and outstate specific education association is vital to our relationships and our efforts on behalf of your schools, students, and communities.

Dr. Jon Habben
Executive Director, NRCSA

Nebraska Rural Community Schools Association

Invoice



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

Invoice #: 2015-16 Member
Date: Tuesday, June 16, 2015

Bill To:
WAKEFIELD PUBLIC SCHOOLS
BOX 330
WAKEFIELD NE 68784

For: NRCSA Membership Dues

Description	Amount
<i>2015-16 NRCSA Membership Dues Renewal</i>	<i>\$700.00</i>

Total: *\$700.00*

Make all checks payable to **NRCSA**

If you have any questions concerning this invoice, contact Jeff Bundy at (402) 202-6028
or e-mail: jbundy@nrdsa.net



NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

455 S. 11th St, Ste B
Lincoln, NE 68508

2016-17

EXECUTIVE COMMITTEE

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Fairbury, Nebraska

Greg Sjuts, Past President.

Humphrey Public Schools
Humphrey, Nebraska

Dr. Jon Cerny, Pres-Elect.

Bancroft-Rosalie Community Schs
Bancroft, Nebraska

Jane Davis, Secretary.

Hershey Public Schools
Hershey, Nebraska

District Representatives:

Dr. Caroline Winchester, West

Chadron Public Schools
Chadron, Nebraska

Jason Alexander, North Central

Ord Public Schools
Ord, Nebraska

Jason Dolliver, Northeast

Pender Public Schools
Pender, Nebraska

Charles Isom, Southeast

Superior Public Schools
Superior, Nebraska

Dr. Dennis Shipp, South Central

Bertrand Public Schools
Bertrand, Nebraska

Jim Kent, Southwest

Dundy County-Stratton Public Schs
Benkelman, Nebraska

Executive Director:

Dr. Jon Habben

455 S. 11th St, Ste B
Lincoln, NE 68508
402-440-4378

Lobbyist:

Trent P. Nowka

Nowka & Edwards.
Suite 201
1233 Lincoln Mall,
Lincoln, NE 68508
402-476-1440

June 30, 2016

To: NRCSA Members
From: Dr. Jon Habben, Executive Director
Re: 2016-17 Membership

Thank you for being an active member of the Nebraska Rural Community Schools Association (NRCSA)! Your continued membership will help assure NRCSA's ongoing effort to continue rural community school advocacy. Thanks to you, NRCSA had 189 member school districts and Educational Service Units in 2015-16 representing over 74,000 students across 89 counties and 24 legislative districts throughout Nebraska.

Why Remain a Member of NRCSA?

We are the only organization focused on rural community K-12 school districts and their role in Nebraska's public education system. Depth of membership matters when talking to senators and other officials. Senators view NRCSA as representing all "small, rural, community districts". The more members we have, the larger the true number of districts and students represented, the stronger our voice. The enrollment range includes member districts up to 1961 students PK-12, the common theme being a rural community school.

NRCSA can act as a forum for advancing ideas and concerns, whether legislative, Department of Education, or any entity having a role in public education. This has included representing members to groups such as rural education research groups, rural membership advocacy groups, rural interest groups, NDE Policy Partners, and NREA committee participation.

NRCSA offers two annual statewide events (Legislative Forum and Spring Conference) which offer our members the chance to learn about issues affecting rural schools, network with personnel representing other districts, and interact directly with policymakers as well as NRCSA leaders.

NRCSA offers recognition to those who demonstrate outstanding leadership and character in rural schools through exceptional scholarship and awards programs (fifteen \$1,000 scholarships, seven Outstanding Educator Awards, eleven 2016 Closing the Achievement Gap Effective School Awards).

NRCSA provides, exclusively to superintendents of member schools, written updates from the Executive Director on current association activities and involvement within the legislative process. The superintendent is the conduit for getting this information to their board members.

NRCSA currently offers leadership roles, nine elected and 45 appointed positions, for superintendents of member districts to be further involved.

NRCSA is one of thirty-one state rural community school organizations belonging to the National Rural Education Association (NREA). As a state affiliate, NRCSA offers discounted individual and school memberships to the NREA. The NREA provides a strong and respected advocacy for rural public education on the national level.

NRCSA offers the NRCSA-USbank OneCard program to all school districts and service units statewide as a NRCSA program. The OneCard is a Visa purchase-only card that allows designated personnel to make purchases for the district. Thus eliminating the need to carry cash, or for staff to use their personal credit/debit card and go through a reimbursement process. NRCSA receives a portion of the interchange income generated by use of the cards.

NRCSA is able to partner toward making events available to members, such as the 2016 STEM (Discovery) Academy and the annual NREA Research Symposium and Conference.



NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

455 S. 11th St, Ste B
Lincoln, NE 68508

2016-17

EXECUTIVE COMMITTEE

Officers:

Stephen Grizzle, President.

Fairbury Public Schools
Fairbury, Nebraska

Greg Sjuts, Past President.

Humphrey Public Schools
Humphrey, Nebraska

Dr. Jon Cerny, Pres-Elect.

Bancroft-Rosalie Community Schs
Bancroft, Nebraska

Jane Davis, Secretary.

Hershey Public Schools
Hershey, Nebraska

District Representatives:

Dr. Caroline Winchester, West

Chadron Public Schools
Chadron, Nebraska

Jason Alexander, North Central

Ord Public Schools
Ord, Nebraska

Jason Dolliver, Northeast

Pender Public Schools
Pender, Nebraska

Charles Isom, Southeast

Superior Public Schools
Superior, Nebraska

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402-476-1440

NRCSA provides elective services such as One Card Purchase Card, Superintendent Search, Planning Support, Speech Teletherapy, and Pusch Foundation programs to date.

It is an exciting time for NRCSA and an exciting time to be a member! There are two ways to renew your membership. You may update and return the superintendent and board member contact information included. Or you may submit an Online Membership Form. Simply go to www.nrca.net and click on 'Membership' then, select 'Regular Member'. Click the 'Complete Membership Form Online' link and follow the directions. District dues for 2016-17 are \$850.00, due September 1st

Again this year, NRCSA is offering a discounted membership in the National Rural Education Association (NREA). NRCSA is one of thirty-one state affiliates of the NREA and as such, can offer NRCSA member schools a twenty-five percent discount on NREA memberships. There are two membership options: An individual membership (cost \$75.00 per year) and a school district membership (cost \$300.00 per year). The individual membership allows a single person to maintain membership in the NREA, while a district membership allows up to seven (7) people (such as board members or other staff) to be listed as members under the school district's membership. If you would like to join the NREA, as well NRCSA, simply complete the enclosed registration form and return it to NRCSA along with a check for the cost of membership dues. A separate check must be submitted for NREA dues, made out to NREA. The checks and information collected will be forwarded to the NREA. Joining the NREA is an optional addition to NRCSA membership dues.

Thank you in advance for your continued support of NRCSA and quality education for all students in rural Nebraska. Your membership and voice toward growing your rural and outstate specific education association is vital to our relationships and our efforts on behalf of your schools, students, and communities.

Dr. Jon Habben
Executive Director, NRCSA



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

Invoice #: 2016-17 Member

Date: 6/21/2016

Bill To:

WAKEFIELD PUBLIC SCHOOLS
BOX 330
WAKEFIELD NE 68784

For: NRCSA Membership Dues

Description	Amount
<i>2016-17 NRCSA Membership Dues Renewal</i>	<i>\$850.00</i>

Total:

\$850.00

Make all checks payable to **NRCSA**

If you have any questions concerning this invoice, contact Jeff Bundy at (402) 202-6028
or e-mail: jbundy@nrcea.net

Wakefield Community School



20156-20167 Parent/Student Handbook

Our Mission:

The mission of Wakefield community school in partnership with parents and community is to develop all students into collaborative lifelong learners who demonstrate effective communication, critical thinking and problem solving skills in a changing global society.

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Contact Information

Phone Numbers

Elementary	(402) 287-9892
Secondary	(402) 287-2012
Bus Barn	(402) 287-2943

Website

<http://www.wakefieldschools.org>

Address

802 Highland Street
PO Box 330

Wakefield, Nebraska 68784

Annual Activity Pass

Family - \$140.00

Student - \$30.00

Adult - \$50.00

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Wakefield Community School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

Philosophy

The purpose of the Wakefield Community School System is to educate all children to the maximum extent of their abilities. Thereupon, when the individuals enter adulthood, they will be responsible, contributing members of the community in which they live. The school system will instill within the students the desire to be self-motivated and to become life-long learners.

To achieve these objectives, the system shall provide competent administrative, instructional and support staff. The district decisions shall be based upon the mission of the school, which is the education of all students.

The Wakefield School System shall accept the responsibility of providing a curriculum that enhances the students' mental, social, physical and behavioral growth. Educational programs shall prepare the students for future education or entrance into the working world.

Accreditation

Wakefield High School is accredited by AdvancED (North Central Association) and the Nebraska Department of Education.

Directory Information

Board of Education

Tim Bebee	President (2016)
Mark Victor Karen Borg	Vice-President (2016 8)
Julie Rose Bree Brown	Secretary (2016 8)
Karen Borg	Member (2018)
Bree Brown	Member (2018)
Ben Donner	Member (2018)
Julie Rose	Member (2016)
Mark Victor	Member (2016)

Administration

Mark Bejot	Superintendent
Jason Heitz	Secondary Principal
Jerad Wulf	Elementary Principal

Certified Staff

Angie Borg	School Nurse
Iris Borg	Math
Matt Brenn	4, 5, 6 Science/AD
Eric Burenheide	ITE
Shannon Carroll	Math
LaVonne Carson	Spanish
Michael Clay	SS/Guidance
Jean Dorcey	Special Ed
Austin Galles	4, 5, 6 English
Michelle Galles	FC S
Deb Garwood	4, 5, 6 Social Studies
Janie Gutzmann	3rd Grade
Lynette Haisch	4, 5, 6 Math
Micaela Hight	PK
Timarie Hansen	Kindergarten
Lori Harding	Guidance
Mike Hassler	Art
Emily Henderson	3rd Grade
Cathy Hoffart	1st Grade
Leah Jech	ELL
Brian Johnson	2nd Grade
Donna M Johnson	Special Ed
Jena Kaufman	PK
Jolene Klein	Media Center
Jaime Manz	Reading Specialist
Chad Metzler	Social Studies
Susan Metzler	4, 5, 6 Reading
Brenda Montoya	ELSL
Deb Nicholson	Vocal Music
Veronica Schmidt	4, 5, 6 Writing
Pam Peters	PK
Mark Reimers	Science
Kevin Roberts	Social Studies/ESL

Sarah Rusk	Technology
Sara Schlickbernd	2nd Grade
Tina Sharpe	1st Grade
Jan Simmons	English/ESL
Linda Steinman	Kindergarten
Bill Trenhaile	Band/Math/Bus Driver
Zoe Vander Weil	English/Speech
Megan Virgil	Science
Marissa Wallace	Business
Joe Wendte	PE
Deb Youngmeyer	Special Ed

Support-Classified Staff

LaVon Anderson	Elem Secretary
Mike Benson	Transportation
Carlene Bodlak	Para
Mary Brudigam	Para
Ofelia Calleros	ESL Para
Annette Chase	Para
Kristi Foote	Lunchroom Manager
<u>Becky Gothier</u>	<u>Business Manager</u>
<u>Valerie Hall</u>	<u>Para</u>
Rex Hansen	Maintenance
Sylvia Hernandez	ESL Para
Bonnie Hoffman	Para
Donna R Johnson	Kitchen
Marian Keagle	Bus Driver
Karen Kluthe	Para
<u>Becky Gothier</u>	<u>Business Manager</u>
Deb Litchfield	Act. Center Supervisor
Rhonda Lorenzen	ESL Para
Dawn Lubberstedt	HS Secretary
<u>Madison McAfee</u>	<u>Para</u>
Pat Nicholson	Bus Driver
Harold Odens	Custodian
Josie Paulson	Custodian
LeAnn Schroeder	Custodian
Julie Siebrandt	Para
Darci Slama	Para
Teresa Soderberg	Para
Roxanne Thompson	Kitchen

ESU#1 Staff - Certified

Amy Haselhorst <u>Chelsea Spangler</u>	OT
Kristine Kleve	PT
Vernae Luhr	Audiologist
Stacey Richart	Vision Consultant
Annie Ronhovde	Speech Pathologist
Jennifer Waterman <u>Kimmy Mickelson</u>	Psychologist

ESU#1 Support-Classified Staff

Kara Anderson Starzl	PK Para
Daisy Armendariz <u>Ortiz</u>	PK Para
Kim Barge	PK Para
Angelina Fregoso.....	PK Para
Lauren Barge	PK Para

Notice of Non-Discrimination

Wakefield Public Schools does not discriminate on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis, ~~race, color, national origin, sex, marital status, disability, or age~~, in admission or access to, or treatment of employment or educational programs and activities. The following person has been designated to handle inquiries regarding the School District’s non-discrimination policies. Superintendent Mark Bejot, who may be contacted in writing at 802 Highland, Box 330 or by telephone at (402)287-2012. Any person may also contact the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599, regarding compliance with the regulations implementing Title VI, Title IX, Section 504, or any other applicable laws.

Designation of Coordinators

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

Notice Concerning Staff Qualifications

The ~~No Child Left Behind Act of 2001~~Every Student Succeeds Act of 2016 gives parents/guardians the right to obtain information about the professional qualifications of their child’s classroom teachers. Please contact the Wakefield Community Schools Administrative Office for such information.

School Hours

Office 8:00 am to 4:00 pm
A.M. Pre-K 8:15 – 11:30 am & P.M. Pre-K 12:15 – 3:35
Elementary 8:15 am to 3:35 pm
Secondary 8:10 am to 3:40 pm

Bell Schedules

Regular School Day

Period 1	8:10-8:57
Period 2	8:59-9:46
Trojan Time	9:48-10:13
Period 3	10:15-11:02
Period 4	11:04-11:51
Period 5A	11:54-12:18
Period 5B	12:21-12:44
Period 5C	12:46-1:11
Period 6	1:14-2:01
Period 7	2:03-2:50
Period 8	2:52-3:40

Two-Hour Late Start

Period 1	10:10 -10:42
Period 2	10:44-11:16
Period 3	11:18-11:49
Period 5A	11:52-12:16
Period 5B	12:19 -12:43
Period 5C	12:45 -1:10
Trojan Time	1:13- 1:26
Period 4	1:28-1:59
Period 6	2:01-2:32
Period 7	2:34 -3:06
Period 8	3:09- 3:40

2:00 Dismissal

Period 1	8:10 -8:47
Period 2	8:49-9:26
Trojan Time	9:28-9:42
Period 3	9:44 -10:22
Period 4	10:24-11:02
Period 6	11:04 -11:43
Period 5A	11:46-12:10
Period 5B	12:13-12:37
Period 5C	12:39-1:04
Period 7	1:07 -1:32
Period 8	1:34 – 2:00

School Closings

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

TV– Siouland television stations, KTIV, KCAU

Radio –KNEN, KEXL, & KUSO (US92), all in Norfolk; and KTCH, Wayne

Internet – Check the following websites – <http://www.ktiv.com>

Blackboard Connect 5 – district mass communication system will call primary and emergency phone numbers. [If you do not wish to be notified by Blackboard Connect, please let the office know.](#)

It may become necessary to dismiss classes during the school day because of bad weather. In such an event, it is important that parents/guardians provide ahead of time to the school, the procedures the child should follow (i.e., go home with a specific friend, go to a relative's home, babysitter's, etc.). Emergency message will go out through Blackboard Connect 5 prior to dismissal.

Parents may decide to keep their children home during inclement weather. Students absent due to severe weather when school is in session will be marked absent. The absence will be treated like any other absence. Parents may pick up their children during inclement weather at any time during the school day.

Telephone Calls/Daily Announcements

Parents are encouraged to call the school with questions, concerns and suggestions. While it is not always possible to visit a teacher or administrator at that time, your phone call will be returned as soon as possible or you may schedule an after school appointment. Parents can contact the school using the following directory:

Wakefield Elementary 802 Highland Street 287-9892
Wakefield High 802 Highland Street 287-2012
Administrative Offices 802 Highland Street 287-2012

Parents/guardians who have an emergency message for their student or sponsors of various groups that wish to have an announcement should contact the school secretary before 2:45 p.m. to allow adequate time for the message to be announced or delivered before the end of the school day.

The school telephones are for school business only. Students may use the phone only in case of an emergency (this does not include calling parents for forgotten items) or to notify parents if they must remain at school beyond the regular school day. Other plans or arrangements should be made at home by the student and parents/guardians prior to the school day. Students may use their cell phones with classroom teacher permission, during passing times and lunch time in accordance with board policy.

Student Illness

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child.

If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or responsible adult can be located, and any necessary emergency instructions. (Board Policy 5023)

If a child is well enough to come to school, the child is well enough to participate in the daily school program (including recess and P.E.). A school official may grant short-term non-participation (one to two days) if requested by parents. The building principal reserves the right to require a written excuse for non-participation at any time it appears warranted.

School Visits

Parents/guardians are encouraged to visit school. Please check with the building principal regarding the best time to visit. We request that parents not plan visits during the first two weeks or the last two weeks of school.

All parents and visitors must buzz in (between 8:20 a.m. and 3:30 p.m.) and enter and exit the building through the main doors during school hours. Before visiting a classroom, permission must be given through the school office. Visitors will be asked to sign in and will receive an identification tag, which they are required to wear throughout their time in the school building. Visitors must sign out in the office prior to leaving.

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

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

Parental Involvement

The school district recognizes the importance of parental involvement in the education of their children. To ensure such rights, parents will be:

1. Provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. In the case of secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity.
 - b. Parents may request permission to attend counseling sessions in which their child is involved.
3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents find objectionable.
 - a. Building principals will excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Informed through the student handbook of the manner that the district will provide access to records of students.
5. Informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey. (Board Policy 5018)

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

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

[The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental Involvement in the Title I Program shall include, but is not limited to:](#)

- [1. An annual meeting to which all parents of participating children will be invited. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.](#)
- [2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, type and extent of participation, parental input in educational decisions, coordination and integration with other district programs, and evaluations of progress. This information may be included in the annual Title I Individual Education Plan \(IEP\) for the student.](#)
- [3. Opportunities for parent involvement activities, such as training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference. The goal of these parent](#)

activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, and parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parental Involvement Policy, and the Board will either (1) alter the policy and adopt it as altered, or (2) reaffirm the policy, following a public hearing. The Wakefield School District commits to meeting all requirements of the No Child Left Behind Act of 2001 as they apply to all Title I programs conducted within the District. This Policy and all procedural steps included in the implementation of this Policy have been developed jointly with parents and will be reviewed, evaluated regarding its effectiveness, and updated annually at a scheduled meeting for this purpose, held at a convenient time for staff and parents. Parents are encouraged to provide input into such review, evaluation and possible revisions. This Policy will be distributed to all parents annually, and/or interpreted to parents, whenever possible, in their native language.

The District recognizes the unique needs of students who are being served through the Title I Program and stresses the importance of parental involvement in the academic success of their children. Opportunities will be provided for parent involvement in their child's education in the following manner:

- A. Parents will be involved in the planning, review, and improvement of the Parent Involvement Policy through at least one meeting annually, as well as a variety of other activities designed to reinforce the requirements of this Policy.
- B. Parents will be provided timely information regarding the District's curriculum, academic assessments used, and proficiency levels expected of all students through a variety of communication methods utilized by the District to inform and involve parents as a partner in their child's academic success.
- C. Parents will be provided opportunities to participate, as appropriate, in decisions relating to the education of their children regarding such matters as curriculum, assessments and student performance standards. This will include the development of the District's School Improvement Plan, Title I Targeted Assistance or Schoolwide Self-Review documents and/or Title I Schoolwide Plan, as well as the planning of effective parental involvement activities.
- D. Parents will jointly develop a School-Parent Compact during the annual Title I meeting that outlines shared responsibility for improved student academic achievement.

- ~~E. Parents will be provided assistance, opportunities, and/or materials to help them understand the topics relating to their child's academic achievement in a format, and when feasible, in a language they can understand. These opportunities will be provided by the school staff through a variety of means of communication such as parent-teacher conferences, handbooks, progress reports, newsletters and other school publications.~~
- ~~F. The District will provide opportunities, to the extent practicable, for parents of limited English proficiency, parents with disabilities, and parents of migratory children to participate in their child's education, including the communication of school reports and student performance reports in a language parents can understand.~~
- ~~G. The District will strive to increase opportunities that will help build the capacity for strong parental involvement in all aspects of the District's programs.~~
- ~~H.A. The District will coordinate and integrate parental involvement strategies within a variety of school programs through on-going discussions among school staff and parents.~~

Communication

Effective communication between home and school is crucial to students' educational success. Both teachers and parents must work to communicate frequently about students' progress. Methods of communication include, but are not limited to, the school website, parent-teacher conferences, e-mail, telephone contact, school visitation by parents and home visitation by teachers. Teachers must notify parents about unsatisfactory student work promptly and prior to the end of a grading period.

The school calendar will provide opportunities for formal parent-teacher conferences. The conferences need not be limited to these days; they should be scheduled at times that will allow adequate time for an effective conference. (Board Policy 6019)

Admission of Students

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as a foreign exchange student pursuant to policy; or
- legal residents of a district that has contracted with this district for their educational services.
- statutorily entitled to attend the schools of the district on a part-time basis pursuant to policy 5002.1.
- out-of-state students who have been enrolled pursuant to policy 5002.2.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy. (Board Policy 5002)

AttendanceTTENDANCE

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee. (Board Policy 5001)

Tardies/Absences

Students absent or planning on leaving school early must submit a note from parent/guardian stating reason for absence. Students arriving after the scheduled start time will be considered tardy. A meeting will be scheduled with the building principal to discuss solutions for students with excessive tardies.

Students (in grades 7-12) are allowed 7 absences per semester, per class period. If a student's absences go over the 7-absence limit, he/she may lose credit for the class. Notification of this situation will be sent to the parent or guardian by mail. If there are extenuating circumstances, the parent must submit a letter to the principal or guidance counselor with an explanation of the extenuating circumstance.

The accumulation of excessive amounts of tardies for any class per semester may be counted as absences.

Parents/guardians must notify the school by note or telephone before 8:10 a.m. of a student's absence or tardiness. If the school is not notified, a call will be made to the parent/guardian to determine the child's whereabouts and safety. For parent convenience, voice mail will take calls prior to 7:45 a.m.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after three (3) consecutive days of absence for illness)
2. Medical appointments for the student with a doctor's note
3. Death or serious illness of the student's family member with a note from parent/guardian
4. Appearance at court or for other legal matters with a court note.

Excessive Absenteeism

When a student receives 7 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney. (Board Policy 5001)

Family Vacations

Parents/guardians should notify the school at least one week in advance of family vacations planned during the school year. Students are responsible for getting and completing all work missed during the vacation. Absences due to vacations will count toward the absence limitations specified under Student Attendance. Families are encouraged to use scheduled school breaks for vacations whenever possible.

School Attendance on Days of Scheduled Activities

Students must attend all regularly scheduled classes on the day they participate in any student activity. Exceptions may be given by the school administration for pre-approved absences due to but not limited to funerals, verified medical appointments, and college visits. (Board Policy 6014)

Leaving School during the School Day

Students who must leave school for any reason during the school day must check out at the office. A sign-out sheet is available for this purpose. Students are only released to leave with permission from a parent or parent designee. When students return to school they are expected to sign back in. All school absence notes must be turned into the office.

Make-Up Work

Classroom work and assignments missed during an absence, regardless of the type of absence, must be made up unless special arrangements are made with the appropriate teacher(s). Students are responsible for obtaining make-up work and parents and siblings may make arrangements to pick up assignments, books or other materials by contacting the school office.

Homework

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

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

Meals

[A 7:30 a.m. breakfast program is also offered at Wakefield Community School for those students wishing to participate.](#)

A hot lunch program is available at school. Children are expected to abide by the district rules while at lunch. Lunchroom privileges may be denied if students do not follow the school rules.

~~[A 7:30 a.m. breakfast program is also offered at Wakefield Community School for those students wishing to participate.](#)~~

Closed Campus

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

Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is

permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

Student iPad Insurance

Students desiring to take school iPads home must purchase school insurance at a cost of \$50 per student, maximum of \$150 per family annually. The insurance will cover the cost of the first accident repair. Subsequent damage is the responsibility of the student as per the iPad handbook. Students electing to not take insurance will be allowed to check out their iPad daily through the technology lab. Time is provided before school, after school and during Trojan period to complete curricular assignments.

Student Fees

A. Definitions

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

~~The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, and erasers. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.~~

4. Materials Required for Courses

~~The district does not provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project. The district will not provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.~~

The maximum dollar amount charged by the district for course materials shall be:

Physical Education	\$12 per year for PE uniform, grades 6-12, (shorts and shirt) approved by District. Also shoes, undergarments <u>and ungraded off campus activities</u>
Industrial Technology Classes	\$5 per semester plus \$ 205 to \$800 depending on the choice of materials for personal projects
Art Classes	\$5 per semester plus \$5 to \$50 depending on the choice of materials <u>for personal and</u> projects
Family & Consumer Science Classes	\$5 per semester plus \$5 to \$50 depending on the choice of materials <u>for personal and</u> projects

5. Extracurricular Activities

The district may charge students a fee to participate in extracurricular activities to cover the district’s reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment

and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

Student activity card	\$30 Covers admission to all home extracurricular events
Student participation fee	\$20 Required of all students who participate in athletics and/or other extracurricular activities
Future Business Leaders of America	Annual membership fee of \$15. Cost of attendance at State/National Conventions are the student's responsibility.
National Honor Society	Annual membership fee of \$15. Cost of attendance at State/National Conventions are the student's responsibility.
Football	Students must provide their own football shoes, undergarments, and mouth guards
Golf	Students must provide their own golf shoes, undergarments, and clubs
Baseball	students must provide their own shoes and undergarments.
Physical Education	Students are responsible for the cost of off campus activities, if not graded.
Track, Volleyball, Wrestling & Basketball	Students must provide their own shoes and undergarments
FCCLA	Annual membership fee of \$15. Cost of attendance at State/National Conventions are the student's responsibility.
FFA	student must purchase their own FFA jackets and pay dues of \$30.

6. Post-Secondary Education Costs

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. Transportation Costs

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$10.

8. Copies of Student Files or Records

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of \$.10 per page for reproduction of student records ~~after the first ten pages for reproduction of student records.~~

9. Participation in Before-and-After-School or Pre-Kindergarten Services

~~The district may charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute. The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute. The maximum dollar amount charged by the district for these services shall be \$100 per month.~~

10. Participation in Summer School or Night School

~~The district may charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount charged by the district for summer and night school shall be \$300 per month.~~

11. Charges for Food Consumed by Students

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar

sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

Breakfast Program – Grades Pre-K-12

Regular Price	\$1. 20 <u>15</u>
Reduced Price	\$0.30
Milk	\$0.30

Lunch Program – Grades PreK-6

Regular Price.....	\$ 2.05 <u>1.95</u>
Reduced Price	\$0.40
Milk	\$0.30

Lunch Program – Grades 7-12

Regular Price	\$2. 50 <u>40</u>
Reduced Price	\$0.40
Milk	\$0.30

High School students desiring a second entrée(s) will be charged an additional 50 cents daily whether they elect to take one item or all the entrees offered for seconds. Additional milk is extra at a cost of 30 cents per carton.

12. Charges for Musical Extracurricular Activities

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

Band Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers

Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$100.

13. Contributions for Junior and Senior Class Extracurricular Activities

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$50 to \$100.

C. Waiver Policy

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy

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

E. Voluntary Contributions to Defray Costs

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Student Fee Fund

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students. (Board Policy 5045)

Confidentiality in Counseling and Guidance

The school district provides students with a certificated school guidance counselor. Information that students provide to counselors is confidential but not legally privileged. The counselor will attempt to respect the privacy of student disclosures, but will share all relevant information with other education professionals as appropriate or as directed. The counselor will also contact parents and law enforcement officials as appropriate.

Records of the counseling relationship, including interview notes, test data, correspondence, tape recordings and other documents, are to be considered professional information for use in counseling, not part of the student's education record.

When a counselor is in doubt about what information to release, he or she should discuss the matter with the building principal or with the superintendent. ([Board Policy 4058](#))

Academic Progress

Student academic progress is evaluated on a daily basis using curriculum guidelines and appropriate assessments. In addition, Nebraska academic standards and nationally normed tests are used to evaluate student achievement.

Student academic achievement, effort, and social development is communicated to parents in a variety of methods:

- Report cards are issued at the end of each quarter (progress reports at mid-quarter for students in grades 4-12).
- Regularly scheduled Parent/Teacher conferences provide parents, teachers, and students with the opportunity to exchange information about student progress.
- Student portfolios, used to document individual progress and accomplishments, may be shared with parents.
- Informal communication with parents may include telephone calls, after-school meetings, weekly progress reports, and notes.
- Teacher must notify parents when student is in danger of failing prior to the end of the grading period.

K-3 Legend

4-Exceeds grade level expectations

3-Met grade level expectations

2-shown growth/progress in this standard

1-Need intensive support with this standard

Grades 4-12 Legend

A – 94%-100%

B – 87%-93%

C – 77%-86%

D – 70%-76%

F – Below 70%; Failing

High School Grade Point Average (GPA)

Your cumulative grade point average (GPA) will be computed after every semester in school. From this comes your rank in the class. Any student transferring into Wakefield High School will transfer his/her current GPA from the previous school.

7-12 Honor Roll

To become an honor student, a student must have carried no grade below 87 percent and a grade of at least 94 percent in two or more of his/her solid subjects.

7-12 Honorable Mention

To become an honorable mention honor student, a student must have carried no grade below 87 percent.

Academic Achievement Awards

Each year students are eligible for a “letter” in academics. If the student continues to earn a letter in succeeding years, he/she will be given a gold bar to pin on the letter each year. In order to be eligible for the “letter”, the student must be on the Honor Roll three out of the four preceding quarters. If the student is not on the Honor Roll one of the quarters, he/she must at least be on the Honorable Mention Honor Roll during that quarter. The judging period will be from the fourth quarter of the previous school year through the third quarter of the current year. Students will become eligible for this award beginning in the fourth quarter of the seventh grade year. Letters will be awarded during Honors Convocation in the spring. This award was initiated by the 1984-85 Student Council.

Weekly Eligibility Policy

In order to ensure a proper perspective between academics and the extra –curricular activities, the Wakefield Board of Education has adopted the following weekly eligibility policy. If any student in grades 7-12 is failing one or more classes on the first day of the school week he/she will be placed on academic probation for that week. If the student fails to raise his grades to a passing level (70% or better), the students will be declared ineligible for participation in extra-curricular activities for the ensuing calendar week. The ineligible student will remain on the ineligible list, on a weekly basis, until such time the student's grades are considered passing (70% or better). Conversely, if the student does raise his grades to 70% or better during the probationary week, the student will be declared eligible for participation.

Any music student who is academically ineligible will be allowed to participate in the large ensemble (choir or band) for a concert at Wakefield School. The music student will be excluded from all other performances, including but not limited to: small ensembles, solos, swing choir, glees. Conference choir or band, honor choirs and bands, pep band, and district music are considered extra events and will not be attended by an ineligible student.

The principal will have the authority to develop specific educational plans for students, in order to help students who appear on the probation/ineligible list.

Graduation Requirements

The following is a brief guide, which should assist you in selecting courses for. You should consult with your parents, teachers, guidance counselor or the principal if you have questions regarding registration or graduation requirements.

One hour of credit is granted for each period an academic class meets each week e.g. a typical class meets once a day - five days a week - and five (5) hours credit for that class is granted for each semester. Two hundred forty (240) hours are required for graduation; of these, 180 hours must be in areas other than physical education and music. All classes are solid except PE and music.

The following credits are required for all students for graduation:

English	40 hours (9th, 10th and 11th plus 10 hours of an English course during 12th grade)
Math	30 hours (must include Pre-Algebra or Algebra)
Science	30 hours (must include Earth Science, <u>and</u> Biology and Physical Science)
Social Studies	30 hours (must include Government, US History, and World History)
Speech	5 hours
Fine Arts	5 hours (Band, Vocal, or an elective from Art Department)
Physical Education	<u>1520</u> hours

All students are required to be enrolled in a minimum of seven courses per semester.

7th and 8th Grade Requirements

All seventh and eighth graders are required to take English, math, science, social studies, vocal or instrumental music, family & consumer science 7-8, physical education, art, Spanish and Writing, industrial technology, and careers. Choir, band and athletics are available to seventh and eighth graders. Junior High students must pass three of their four required core academic classes to qualify for promotion (exceptions by administrative approval only).

Commencement Ceremony

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

All students who are enrolled as members of the senior class at the end of a school year, whether students in the regular education curriculum or students with individual education plans, shall be eligible to participate in the ceremony regardless of whether they have completed all graduation requirements. A student may participate in only one ceremony. Being permitted to participate in the ceremony does not constitute graduation, and only those students who have completed all graduation requirements prior to the ceremony will receive a diploma. (Board Policy 6006)

Grade Placement of Transfer Students

Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school will generally be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

Elementary Level Students

The appropriate level of placement for elementary level students may be determined by, but not limited to, consideration of the following information:

- Chronological age.
- Previous public school or private school experience.
- Diagnostic test data.
- Achievement test data.
- Criterion referenced test data.

Secondary Level Students

The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age.
- Previous public school or private school experience.
- Standardized achievement test data.
- Criterion referenced test data.
- Final examination test data.
- Diagnostic test data.

A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements to earn a high school diploma. Credits earned in grades 9-12 at an accredited school will be counted toward high school graduation requirements. Students who transfer from a home school and/or a non-accredited school may be awarded credits to be counted toward high school graduation requirements at the discretion of the building principal in consultation with the superintendent of schools. The principal will consider all the factors listed above and will also consider the student's performance on the district's internal benchmark tests. (Policy 6009)

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country. (Board Policy 6009)

Student Records

The school district shall maintain student records and reports as are necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home and the like, and these items will not generally be maintained by the district.

Each building principal will assign responsibilities for the preparation and maintenance of pupil records and will establish rules and regulations regarding their storage and use in the building.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School administrators" include attorneys, members of law enforcement acting on behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is

given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act. (Board Policy 5016)

Field Trips

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

1. General Conditions

All trips must be pre-approved by the teacher's building principal. [Field Trips, in-state or out-of-state require Superintendent or designee approval.](#) Out-of-state overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

2. Parental Permission

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip.

3. Supervision

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage.

4. Student Conduct

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones. (Board Policy 6027)

Student Discipline-Code of Conduct

Extracurricular activities including athletics, band, chorus, and club activities are governed by the Student Extracurricular Activity Code of Conduct. Students who are involved in extracurricular activities may face consequences related to the activity that are different from or in addition to the consequences discussed below.

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the

educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the

student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete class work, including but not limited to examinations, under the following conditions: work made up is not to exceed three days without administrator approval.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.
8. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
9. Engaging in bullying as defined in section 79-2,137 and in these policies;
10. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual

assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

11. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
12. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
 - i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and

- posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Dress Code

- Undergarments (bras, underwear) should not be able to be seen
 - No strapless garments Visible shoulder straps must be at least one inch wide (no tube tops, crop top shirts)
 - Two-piece outfits must touch at the middle when standing and sitting
 - Pants should not be worn too low
 - No clothing that shows cleavage, or is too revealing
 - ~~Yoga Pants (leggings, tights): area around the buttocks must be covered.~~
 - Shorts, skirts and dresses should be of an appropriate length (rule of thumb for length: the location of the fingertips when standing normally)
 - No clothing, jewelry, or body art that advertises or promotes alcohol, tobacco, illegal drugs, or weapons
 - No clothing, jewelry, or body art that is gang related
 - No clothing, jewelry, or body art which exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar language
 - No hats, caps, bandanas, and hoods
 - No sunglasses or gloves
 - No clothing with holes above the "fingertip length" that show skin
 - No pajama pants
 - Anything that has the potential to cause a distraction or a disruption to the educational process, or that is dangerous to the health and safety of anyone, is prohibited
1. Students are expected to comply with the Dress Code.
 2. Any school employee who notices a violation of the Dress Code may inform the student of the violation and ask them to change their clothing, or send them to the office.
 3. Violations of the Dress Code will result in disciplinary action, including but not limited to: requiring a change of clothes, detention, or suspension. If a dress code violation is also determined to violate other student conduct rules(e.g., public indecency, insubordination, expression of profanity), the violation may result in other disciplinary measures.
 4. Although the information listed in the Dress Code is detailed and specific on many topics, it is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year.
 5. The administration reserves the right to make decisions and make rule revisions at any time to assure the well-being of all students. Should a situation or circumstance arise that is not specifically covered in this Dress Code, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.
 6. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval.

Due Process Procedure

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. §79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Hearing Procedure:

1. **Hearing Officer.** The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. **Administrative Representative.** The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. **Notice of Hearing.** If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. **Continuance.** Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. **Access to Records.** The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the school district at any reasonable time prior to the hearing.
6. **Hearing Procedure.** The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the

student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination. However the student may not be compelled to testify. A student's refusal to testify may not be used to discipline him/her at a later date nor will any conclusion be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. **Availability of Witnesses.** The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. **Record.** The proceedings of the hearing shall be recorded at the expense of the school district.
9. **Findings.** Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. **Review by Superintendent.** The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. **Notice of Determination.** Written notice of the findings and recommendations of the hearing officer and the Superintendent's determination shall be made by certified registered mail or by personal delivery to the student, the student's

parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the Superintendent's determination shall take immediate effect.

12. **Appeal to Board.** The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. **Review by Board of Education.** Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. **Final Decision of Board of Education.** The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail. (Board Policy 6024)

EMERGENCY EXCLUSIONEmergency Exclusion

Grounds for Emergency Exclusion

Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

- (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 that prompted the exclusion.

Extension of Exclusion

In the event it is appropriate to consider the extension of an emergency exclusion (exclusion) of a student for more than five school days. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of exclusion beyond five days, such consideration shall be considered according to the procedures set forth below.

1. **Notification of Student's Parent(s) or Guardian(s).** The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.
2. **Opportunity to Request a Hearing.** The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.
3. **Failure to Request a Hearing.** If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.
4. **Appointment and Qualifications of a Hearing Examiner.** If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.
5. **Hearing Examiner's Notice to Parent(s) or Guardian(s).** The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.
6. **Continued Exclusion.** If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.
7. **Examination of Student's Records and Affidavits.** Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.
8. **Attendance at Hearing.** The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.
9. **Student's Witness(es).** The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.
10. **Right to Know Issues and Nature of Testimony.** The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the

issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

11. **Presence of Student and Witnesses at the Hearing.** The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.
12. **Sworn or Affirmed Testimony.** The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.
13. **Hearing Examiner's Report and Recommendations.** The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.
14. **Superintendent's Decision.** The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Saturday School

Saturday School may be assigned for but not limited to the following reasons: missed detentions, some unexcused absences, excessive tardies, incomplete assignments and/or disciplinary infractions determined by the school principal. Schoolwork or assigned activities will be performed at this time. "Saturday school" may be held evenings or days when school is not in session.

Student Bullying

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.

Disciplinary Consequences

The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Prevention and Education

Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly

investigate all such reports. Each building shall engage in activities which educate students about bullying and bullying prevention. (Board Policy 5054)

Cell Phones and Other Electronic Devices

~~Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully. Students may use electronic devices at school, so long as they do not create a distraction or a disruption and approved by school staff. Students may use electronic devices in classrooms with the express permission of the classroom teacher.~~

~~By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.~~

~~Students may not utilize cell phones or electronic devices (iPads) on while they are in restrooms. Students may not have cell phones, iPads or iPods in the locker rooms.~~

~~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.~~

~~While on school property, as a school activity or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass or intimidate any other person.~~

~~Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including any calls or downloads.~~

~~Students who violate this policy will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion. Students are prohibited from using cellular phones during the instructional day.~~

Students may use electronic devices at school, so long as they do not create a distraction or a disruption and approved by school staff. "Electronic device" includes i-pods, i-pads, laptops and any other device that stores and communicates data by electronic means.

By bringing electronic devices or cell phones to school, students consent to the search of said devices by certificated school staff when the staff determines that such a search is reasonable or necessary.

Students may have cell phones and other electronic devices while they are in school. Students may use electronic devices in classrooms with the express permission of the classroom teacher.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, e-mails or other material of a sexual, bullying or illegal nature in electronic or any other form on a computer, cell phone or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may use cell phones or electronic devices while riding in school vehicles provided they have express permission to do so from the supervisor or driver of the vehicle.

Students shall be personally and solely responsible for the security of their cell phones, pagers and other electronic devices. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone or any other electronic device.

Students who violate this policy will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion. (Board Policy 6025)

Lockers

Lockers are the property of the school district and students are permitted to use them without charge. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause. (Board Policy 5036)

Computer Usage and Internet Guidelines

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

1. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
- ~~2.~~ Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
- ~~2-3.~~ Students shall not use electronic forms of direct communications on school computers unless authorized by school personnel.
- ~~3-4.~~ Students shall not use school computers to participate in on-line auctions, on-line gaming or music sharing systems.
- ~~4-5.~~ Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
- ~~5-6.~~ Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission ~~of the system administrator~~ school personnel.
- ~~6-7.~~ Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of ~~the system administrator~~ school personnel.
- ~~7-8.~~ Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
- ~~8-9.~~ Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
- ~~9-10.~~ Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
- ~~10-11.~~ Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
- ~~11-12.~~ Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- ~~12-13.~~ Students shall not take home technology equipment (hardware or software) without permission of the system administrator.

~~13-14.~~ Students shall not forge electronic mail messages or web pages.

2. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted. (Board Policy 5037)

2. Extracurricular Activities

~~Extracurricular Activity~~ Code of Conduct

Students are encouraged to participate in Wakefield Community School's extra-curricular activities. Participation in activities is a privilege, which carries with it responsibilities to the school, team, student body, and community. Participants are not only representing themselves, but also their school and community.

Activities subject to the Code of Conduct

Extracurricular activities shall include, but are not limited to: all athletics, Speech, FCCLA, FBLA, FFA, STUCO, Play Production, and National Honor Society. Activities under these guidelines shall also include Homecoming (including coronation and dance), Prom (including the grand march and dance), Post Prom, the Athletic Banquet, and the band/music trip. Music students will be under the Code of Conduct guidelines for solo or small group performances, but shall be allowed to participate in large group performances since these are part of their

academic grade for those classes. Students participating in activities are representing our school and subject to additional voluntary guidelines in order to be involved in the activity. General student discipline guidelines still apply.

Extracurricular Drug Testing Program

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs. Consequences will include suspension from activities for a specified number of school days. The suspension will include weekends and holiday breaks that occur during the specified span of school days. School days shall be considered to be days school is in session during the normal school year, as per the approved school-year calendar. In the case in which the school year comes to an end before the activity suspension has expired, the consequence will carry over to the following school year.

1. Purpose of Random Drug Testing

- a. The school district has recognized that observed and suspected drug and alcohol use and abuse has increased among the student population, including students participating in extracurricular activities.
- b. The school district seeks to provide safe, drug-free schools.
- c. The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.
- d. The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
- e. The school district finds that the drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.

2. **Notice.** Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student handbook.

3. **Drug Testing Coordinator.** The Drug Testing Coordinator shall be the Superintendent or his or her designee unless otherwise indicated.

4. **Extracurricular Activities.** This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district which includes but is not necessarily limited to the following:

For grades 9-12:

Art Club, Baseball, Basketball, District Music Contest Participants, FBLA, FCCLA, FFA, Football, Golf, NHS, One-Act, Pep Band, Quiz Bowl, Speech Team, Student Council, Swing Choir, Track, Volleyball, Wrestling.

For grades 7-8:
Basketball, FBLA, FCCLA, FFA, Football, Student Council, Swing Choir, Track, Volleyball,
Wrestling.

5. For testing purposes, an emphasis may be placed on activities that are currently “in-season” but the district may draw from the roster of other “out-of-season” activities as well.

6. Students Who Are Required to Submit to Drug Testing

a. **Grades.** All students in grades 7-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.

b. **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.

c. **Selection Pool Eligibility.** Students shall remain in the selection pool for an entire school year from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool. Students in grades 7 and 8 will be in their own selection pool, and students in grades 9-12 will be in a separate selection pool.

d. **Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for 90 school days. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for 90 school days from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.

7. **Drugs.** Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. “Drugs” means:

a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*

b. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;

c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).

8. Testing Procedures

- a. **Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list may be submitted to the Drug Program Administrator (DPA).
- b. **Reasonable Suspicion Testing.** In addition to random drug testing, a student is subject to drug testing at any time when the Drug Testing Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Testing Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable.
- c. **Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardians may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.
- d. **Type of Test.** The school district reserves the right to utilize breath, saliva, hair or urinalysis testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).
- e. **Collection Site.** The Drug Testing Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.
- f. **Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA or school administration shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- g. **Drugs.** Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, methamphetamines, marijuana, opiates, phencyclidine.
- h. **Results.** The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The Drug Testing Coordinator shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result either face-to-face or over the

telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

i. **Request for a Retest.** A positive test will be saved by the MRO, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Testing Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.

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

10. **Consequences for Testing Positive.** Whenever the test results indicate the presence of drugs, Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows. At the end of each consequence period, the student must submit another test and the test must be negative before becoming eligible again. All offenses are cumulative in grades 7-8. Offenses that occur in grades 7-8 shall not count as offenses in grades 9-12. All offenses are cumulative in grades 9-12:

a. **First Offense**

- i. The student may be required to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 30 school days. The day of the positive test result shall be the first day for counting purposes. In the case of the student admitting guilt prior to a positive test, the day of admission of guilt shall be the first day for counting purposes. In this case, the student will still be asked to submit a test.

b. **Second Offense**

- i. The student may be required to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 60 school days. The day of the positive test result shall be the first day for counting purposes.
- iii. The student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement into the extra-curricular activities program.

c. **Third and Subsequent Offenses**

- i. The student will be ineligible to publicly perform in any extracurricular

activity for 180 school days. The day of the positive test result shall be the first day for counting purposes.

- ii. The student shall obtain a drug/alcohol counseling evaluation and follow said recommendations, at parents' expense.
- iii. The student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement into the extra-curricular activities program.

11. Refusal to Test. A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall be deemed to have submitted a positive test.

12. Tampering. Tampering is the use of any agent or technique which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Testing Coordinator or the MRO determines that a student tampered with a drug test, the student shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for 180 school days.

The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 9 of this Policy.

13. Maintenance of Records. All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

14. Appeal. A student participating in extracurricular activities who has been determined by school district officials to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). The request for a review must be submitted to the Superintendent in writing within seven (7) school days of notice of the positive test. A student requesting a review will be deemed ineligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be final in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

15. Severability. If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

Alcohol & Marijuana Offenses

Type 1: Self Reported

- ~~1. Student is seen in possession or under the influence of alcohol or marijuana by a certified staff member at a non-school activity and the student notifies an administrator, athletic director, sponsor or coach by 5:00 pm the following day.~~
- ~~2. Student is issued an MIP (Minor in possession), DUI (Driving under the influence), DWI (Driving while intoxicated), or is issued a citation for possession or use of marijuana or a citation for possession of drug paraphernalia, and notifies an administrator, athletic director, sponsor or coach by 5:00 pm the following day.~~
- ~~3. Student is in possession or under the influence of alcohol or marijuana, at a non-school activity & notifies an administrator or activity director sponsor, or coach by 5:00 pm the following day.~~

First Offense

~~15-School day suspension from all activities, including weekend activities that occur during the 15 school-day span.~~

Second Offense

~~30-School day suspension from all activities, including weekend activities that occur during the 30 school-day span.~~

Third and Subsequent Offenses

~~90-School day suspension from all activities, including weekend activities that occur during the 90 school-day span.~~

Alcohol, Tobacco & Controlled Substances

Alcohol

1. Student is seen in possession or under the influence of alcohol by a certified staff member at school, or at a school function.
2. Student is cited for substance abuse (MIP, DUI, DWI), or witnessed under the influence or in possession of alcohol by a certified staff.

First Offense

1. The student may be required to attend practice.
2. The student will be ineligible to publicly perform in any extracurricular activity for 30-school days. Suspension includes weekend activities that occur during the 30 school-day span.

Second Offense

1. The student may be required to attend practice.
2. The student will be ineligible to publicly perform in any extracurricular activity for 60-School days. Suspension includes weekend activities that occur during the 60 school-day span.
3. Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.

Third and Subsequent Offenses

1. The student will be ineligible to publicly perform in any extracurricular activity for 180 school days. The date of the incident will be the first day for counting purposes.
2. Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.
3. The student shall obtain a drug/alcohol counseling evaluation and follow said recommendations, at parent's expense.

Tobacco Offenses

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

First Offense

10-School day suspension from activities, including weekend activities that occur during the 10 school-day span.

Second Offense

20-School day suspension from activities, including weekend activities that occur during the 20 school-day span.

Third and Subsequent Offenses

40-School day suspension from activities, including weekend activities that occur during the 40 school-day span.

Controlled Substance Offenses

Student is cited, or convicted of being in possession of, or under the influence of, or is found to have intent to sell or distribute any controlled substances or illicit drugs by school staff or law enforcement will result in suspension from any extra-curricular school activities for 180 school days. The date of the incident will be the first day for counting purposes. Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.

The coaches/sponsors and administrators will work together to determine the specific dates of sporting events or activities in which the students are deemed ineligible.

Type 2: Reported by others

- ~~1. Student is seen in possession or under the influence of alcohol or marijuana by a certified staff member at school, or at a school function.~~
- ~~2. Student is cited for substance abuse (MIP, DUI, DWI), or witnessed under the influence or in possession of alcohol or marijuana by a certified staff member but does not admit to the violation by 5:00 pm the following day.~~

First Offense

~~30-school day suspension from all activities, including weekend activities that occur during the 30-school day span.~~

Second Offense

~~60-School day suspension from all activities, including weekend activities that occur during the 60-school day span. Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.~~

Third and Subsequent Offenses

~~180-School day suspension from all activities, including weekend activities that occur during the 180 school day span. Student must appear before the Board of Education at a regularly scheduled meeting and formally request reinstatement to the activities program.~~

Controlled Substance Offenses

~~Student is found in possession of, or under the influence of, or is found to have intent to sell or distribute any controlled substances or illicit drugs by school staff or law enforcement will result in suspension from all school activities for one calendar year. This also includes possession of marijuana if there is intent to sell or distribute (but not necessarily for possession only, as stated above in "Alcohol and Marijuana Offenses").~~

Tobacco Offenses

~~The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.~~

First Offense

~~10-School day suspension from activities, including weekend activities that occur during the 10 school day span.~~

Second Offense

~~20-School day suspension from activities, including weekend activities that occur during the 20 school day span.~~

Third and Subsequent Offenses

~~40-School day suspension from activities, including weekend activities that occur during the 40 school day span.~~

~~The coaches/sponsors and administrators will work together to determine the specific dates of sporting events or activities in which the students are deemed ineligible.~~

Books & Fines

Textbooks are supplied at no cost to students and are checked out by the teacher in each class. Students are responsible for checking in the textbook (showing only normal wear) at the end of the term. Damage to books such as torn pages, broken covers, ink or pencil marks, etc. are subject to a fine at the discretion of administration.

Recess/Outside Temperature Guidelines

Outside recesses are required throughout the year for all elementary students. They are expected to wear adequate clothing and boots for cold and wet weather. Please mark all outdoor clothing for identification. Building administrators make the final decision as to whether students remain outside or in the building due to a variety of playground and weather conditions, including:

- When weather is raining or snowing heavily.
- When the temperature or chill factor is 0° F.
- When lightning or approaching storm is in the immediate area.

Parents may send a note to have a child remain inside at recess for one day if a child is returning from an illness or another related reason. A doctor's note is required for an extended (more than one day) indoor recess.

Bicycles

Bicycles may be ridden to and from school. Parents are responsible for student safety during those trips. For the safety of all children, bike riders must dismount their bicycles while on school property and while crossing school intersections. The school is not responsible for damage to, or the theft of, bicycles brought to school.

Student Driving and Parking

Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school property is 5 miles per hour. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools.

Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

By driving a vehicle to school, parking on property, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules. (Board Policy 5033)

Pupil Transportation

It is the goal of the school district to provide safe, comfortable and reliable transportation for bus-riding school children.

1. Emergency Procedures

A. Mechanical breakdown

In the event of a mechanical breakdown, the driver will:

1. Stop the bus in a safe location
2. Keep passengers in the bus, if it is safe to do so
3. Take steps to warn motorists, by activating hazard lights and placing emergency triangles
4. Radio or call for assistance

B. Injuries/Medical Emergencies

If a student is seriously injured or suffers from a medical emergency, the ~~bus~~ driver will stop the vehicle at the first safe opportunity. The bus driver will provide emergency medical assistance in accordance with the driver's first aid training. The bus driver will notify the school district of the emergency using the radio or other communication equipment. The district will then summon emergency medical services by immediately calling 911. If the ~~bus~~ driver cannot reach the district, the driver should send an adult or a responsible student to a telephone to call 911 and then the district.

C. Severe Weather

1. Tornadoes

If a ~~bus~~ driver determines that there is likelihood that a tornado will hit a vehicle, and there is not an escape route available or time to drive to a safe location, the driver will evacuate the bus, taking only the first aid kit. The driver will take the students to the basement of a nearby building or

to the nearest depression or ditch upwind (toward the storm) of the [busvehicle](#) far enough away from the [vehiclebus](#) so that the bus will not roll over on the students. The driver should instruct students to cover their heads with their arms. If the students are wearing coats or jackets, they can be used to provide additional protection for their heads and bodies. If there is no time to evacuate the students after stopping the [busvehicle](#), the driver should have the students remain in their seats and assume a protective position with their heads below window level.

2. Winter Weather

If the school district determines that a bus route is too dangerous to drive due to winter weather conditions, the district will cancel bus service on that route. This decision will be announced via local radio stations, [Blackboard Connect and TV stations](#) on the affected day.

Parents must ensure that students are appropriately dressed for winter conditions. Students shall not wait for a school bus in winter weather for more than 15 minutes past the scheduled pick-up time. If the bus has not arrived by that time, pupils are to return to their homes or to another place of shelter that the student and his or her parent have prearranged.

D. Weapons, Hazardous Substances and Dangerous Contraband

If a driver discovers that a passenger may have a weapon, hazardous substance or other dangerous contraband on the bus, he or she should remain calm and call for assistance [using a pre-determined code](#). The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform passengers of the presence of the weapon or other contraband.

E. Terroristic Threat

If a ~~bus~~ driver receives a terroristic threat that he or she deems credible, he or she will notify the school district of the threat using the radio or other communication equipment. After consulting with school officials, the driver will determine whether the threat requires evacuation of the bus. The school will promptly notify the authorities of the threat.

For purposes of this policy, a terroristic threat is a threat to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of the bus or in reckless disregard of causing such terror or inconvenience.

~~2.~~ [F.](#) Emergency Incident Reports

Bus drivers will provide written documentation of any of the emergency events specified in this policy by completing the incident form attached hereto. This documentation must be submitted to the school administration within 24 hours of the event.

~~3.2.~~ [Drop-off](#)

Drivers will drop students off at a location pre-determined through communication between the school district and parents/guardians. In the event the drop-off location is uncertain or appears to be unsafe, the driver will communicate with school staff in the building to seek additional guidance.

In no event will a driver drop a student off in a location which in the reasonable judgment of the driver appears to be unsafe. Drivers who believe the drop-off location to be unsafe shall release students directly into the custody of a parent/guardian or shall return students to their school building.

3. Evacuation of Students With Disabilities

The Transportation supervisor, in consultation with bus drivers and members of the administrative team, shall develop a written emergency evacuation plan for each bus route. The plan shall include an assessment of each student's ability to evacuate himself or herself as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any equipment on the bus that would aid in the actual evacuation.

4. 4. Student Behavior on School Vehicles

Riding the school bus or school vehicle is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding on the bus.

Rules of Conduct on School Vehicles:

- ~~1. Students must obey the bus driver promptly.~~
- ~~2. Students must arrive at the bus stop before the bus is scheduled to arrive. The bus driver will not wait for tardy students.~~
- ~~3. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the bus stops.~~
- ~~4. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.~~
- ~~5. Students must enter the bus without crowding or disturbing others and go directly to their seats.~~
- ~~6. Students must remain seated and keep aisles and exits clear while the bus is moving.~~
- ~~7. Students are prohibited from throwing or passing objects on, from, or into buses.~~
- ~~8. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the bus.~~
- ~~9. Student may eat or drink on the bus with permission.~~
- ~~10. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the bus.~~
- ~~11. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver~~

- ~~while the bus is in motion. Students must be absolutely quiet when the bus approaches a railroad crossing and any time the bus driver calls for quiet.~~
- ~~12. Students may not open bus windows without permission from the bus driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of bus windows.~~
 - ~~13. Student must secure any item or items that could break or produce injury if tossed about the inside of the bus if the bus were involved in an accident~~
 - ~~14. Student must respect the rights and safety of others at all times.~~
 - ~~15. Students must help keep the bus clean, sanitary and orderly. Students must remove all personal items and trash upon exiting the bus.~~
 - ~~16. Students may not leave or board the bus at locations other than the assigned stops at home or school.~~
 - ~~17. Video cameras are placed on buses to monitor student behavior on the bus.~~

1. Students must obey the driver promptly.

2. Students must wait in a safe place for the bus or school vehicle to arrive, clear of traffic and away from where the vehicle stops.

3. Students must arrive at the bus stop before the bus is scheduled to arrive. The bus driver will not wait for tardy students.

4. Students are prohibited from fighting, engaging in bullying, harassment or horseplay.

5. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.

6. Students must remain seated and keep aisles and exits clear while the vehicle is moving.

7. Students are prohibited from throwing or passing objects on, from, or into vehicles.

8. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.

9. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.

10. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.

11. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.

12. Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
13. Student must respect the rights and safety of others at all times.
14. Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
16. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

5.3. **Consequences**

~~Bus d~~Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

1. Note home to parents
2. Suspension of bus riding privileges
3. Exclusion from extracurricular activities
4. In-school suspension
5. Short term or long term suspension from school
6. Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

A. Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement. Records of school bus misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement. Records may also be maintained in the transportation office. (Board Policy 5044)

Routine Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or ~~othermedium~~other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given to opportunity to prevent the release of this directory information by filing a written objection with the district. (Board Policy 5017)

Safety Drills

Fire, tornado, bus, and crisis drills are held on a regular basis. In cooperation with the Wayne & Dixon County Sheriff's Departments and Fire Departments, a district Crisis Plan has been established for each attendance center. In case of an emergency, teachers and students may be evacuated from the school and taken to an alternative site. In the event of a safety concern, appropriate communication will be distributed to district patrons through varying forms as determined by the district safety team. Please do not come to the school or tie up the school's telephone lines with incoming calls during this time

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle, at a school activity or otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies. The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law. (Board Policy 5030)

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted to the president of the board of education.
3. When a complainant submits a complaint to an administrator, the administrator shall:
 - a. Determine whether the complainant has discussed the matter with the staff member involved.
 1. If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.
 2. If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

- b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant to determine:
 - 1. All relevant details of the complaint;
 - 2. All witnesses and documents which the complainant believes support the complaint;
 - 3. The action or solution which the complainant seeks.
 - d. Respond to the complainant.
4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
- a. This appeal must be in writing.
 - b. The superintendent will investigate as he or she deems appropriate.
 - c. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
- a. This appeal must be in writing.
 - b. The board may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal.
 - c. The board will notify the complainant in writing of its decision.
 - d. There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:
- a. Determine whether the complainant has discussed the matter with the superintendent.
 - 1. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.
 - 2. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Determine, in his or her sole discretion, whether to refer the matter to the board of education for consideration at a regular or special meeting.
- (Board Policy 2006)

Police Questioning Students

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall not allow law enforcement officers access to students to conduct an investigation during school hours unless the officers are investigating charges that the student has been the victim of abuse or neglect. Contact between the school and law enforcement authorities on matters involving students shall be made through the office of the superintendent or principal and the law enforcement officer.

Law enforcement officers may talk to a student away from the school before or after school hours, and they should be encouraged to do so. Law enforcement officers shall be allowed to conduct an interview at the school only when the interview is conducted at the request of the school or when they can show that special circumstances exist. This determination should be made by the appropriate building principal or superintendent. Law enforcement officers should

be permitted to interview students on school grounds only after providing the superintendent or appropriate building principal with a statement in writing that the law enforcement officer has reason to believe and does believe that the student is the victim of child abuse or neglect perpetrated by the child's parent(s) or some other member of the child's immediate family, and that the law enforcement official wishes to interview the student regarding such abuse or neglect.

Throughout this process, all attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program.

1. Law enforcement officers should be permitted to take custody of a student if they possess an arrest warrant or if they otherwise assert a lawful basis for doing so. Whenever possible, the arrest or release of the student should be conducted in the building principal's office and out of the view of other students. When a principal or other school official releases a minor student to a law enforcement officer for the purpose of removing the minor from the school premises, he or she shall take immediate steps to notify the parent, guardian, or other responsible adult regarding the release of the minor to the officer and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse. If the law enforcement officer indicates that the child is being taken into custody because the child is the victim of suspected child abuse, the principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign the statement appended hereto certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.
2. Law enforcement personnel shall not be allowed to roam about the school until the student is found, and shall remain in the administration office while school personnel seek the student.
3. If possible, the education program of the student should not be disrupted to allow for police questioning of the student during class time.
4. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.
5. If law enforcement officers are to be allowed to question a student under the age of 18, the principal or school official shall make a reasonable attempt to notify the child's parents before questioning begins, except in cases of suspected child abuse or child neglect involving the parent or other family member. The parents should be given the opportunity to come to the school prior to the questioning.
6. If the parents are notified and are able to attend, they should be allowed to be present at the interview. The principal or designee should be present at the interview, but should not take part in any questioning. The principal or designee should remain a neutral observer at all times. (Board Policy 5022)

Immunizations

1. General Rule
 - a. Each student wishing to enroll in the school district is required to be immunized against measles, mumps, rubella, varicella (chicken pox), poliomyelitis, diphtheria, pertussis, hepatitis B, and tetanus prior to enrollment. All other immunizations required by the State of Nebraska, in addition to the above, must be followed.

- b. The district is not responsible for the cost of such immunizations.
- c. Any student who does not comply with this policy shall not be permitted to continue attending school.

2. Exceptions

e.

~~2.~~ Exceptions

- a. Provisional Enrollment.
Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for ~~sixty~~thirty (30) days without the necessary immunizations.
- b. Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:
 - ~~1.~~1. A statement signed by a medical professional stating that ~~2.~~ the required immunization would be injurious to the health and well-being of the student or any member of the student's household.
 - ~~3.~~3. An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.
- c. Students who are exempt from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease among the school population. (Board Policy 5010)

Health Practices

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

1. Prescription medication
 - a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
 - b. Parents/guardians must provide their own written permission for the administration of the medication.
 - c. The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.
 - d. Asthma / Allergy: Parents/guardians must complete the Asthma/Allergy Action Plan (2 forms).
2. Non-prescription medication
 - a. Parents/guardians must provide written permission for the administration of the medication
 - b. The medication must be brought to the school in the manufacturer's container.
 - c. The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The

district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician. (Board Policy 5024)

Illnesses & Communicable Diseases Guidelines and Recommendations

School Guidelines:

1. If a child comes to the nurse's office and complains of not feeling well and has a temperature of 100.0 or above, your child will be sent home from school.
2. Chicken Pox - Chicken Pox is a highly contagious disease. If your child comes down with Chicken Pox, he/she will not be allowed to return to school until 7 days from the time they broke out.
3. Head Lice - Students found to have head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately. Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school. (Board Policy 5062)

~~2.~~

~~Head lice - Please let the school nurse or school know. If one of your children has lice, the school nurse will check that entire grade and brothers or sisters. A student will remain at home as long as active lice and eggs are present.~~

- ~~3.4.~~ Students having Nits following treatment will be allowed back in school. A special shampoo is required and may be either prescription or over-the-counter. The child may return to school the day following the shampoo. The special shampoo will need to be repeated in 7 days. The school nurse will then check everyone concerned again. All washable clothes, coats, hats, bed linens, afghans, throw pillows, etc., should be washed in hot water and dried on the highest drier setting. Carpets and upholstered furniture should be vacuumed. Non-washable items should either be dry-cleaned or wrapped in a plastic bag for 10 days.
- 4.5. Impetigo - Red lesions, often with scab and discharge. Highly contagious. If noted on your child, you will be asked to remove him/her from school. He/she may return to school as soon as a prescribed antibiotic salve is applied to the area. A doctor's prescription is required for Impetigo treatment. If the area does not improve dramatically in 2 to 3 days, your child will need an internal antibiotic medication prescribed by your doctor.
- 5.6. Conjunctivitis (Pink Eye) - If noted on your child, we will ask that you remove your child from school. He/she may return as soon as he/she is on medication - a prescription from your doctor.
7. Children with communicable diseases such as head lice, chickenpox, measles, mumps, and rubella will be excluded according to Nebraska State Department of Health and Human Services guidelines.
- 6.8. Ring Worm- Fungal infection appearing as scaly oval lesions of the skin. Child is excluded until treatment is started.

Recommendations:

1. If your child has any of these symptoms: above-normal temperature (100° or more), upset stomach, headache, earaches, diarrhea, sore eyes, cough, rash or skin eruptions, and/or pain or swelling, it is best to keep them home until consulting with

- your physician. Students may return to school when they are fever and symptom-free for 24 hours.
2. Students habitually absent due to illness may be required to provide the school with a doctor's written excuse for each absence.
 3. Absences due to illness will count toward the absence limitations.

Eye Exam

The parent(s) or guardian(s) of (1) all incoming students in the beginner grade and (2) all out-of-state transfer students must provide evidence of a vision examination by a qualified vision health care provider. They must provide evidence of the vision examination within sixty days after the student's enrollment. The health care provider must test the student for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity. Any parent(s) or guardian(s) who object to a vision examination must submit a signed and dated refusal form to the school. Parents or guardians who wish to receive information regarding free or reduced-cost visual evaluations may contact Kids Connection at (877)-NEB-KIDS or the Nebraska Optometric Association at (800) 766-4466.

Homeless Children and Youth

This School District will comply with the federal and state law related to homeless students.

1. General Policy

The school district will provide tuition free education for homeless children and youth who are in the district and accord them the educational rights and legal protections provided by state and federal law. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless and shall have access to the same services offered to other students. It is the intent of this policy to remove barriers to the enrollment and retention of homeless children and youth in the school district.

2. Homeless Liaison

The district's homeless liaison is [Lori Harding](#) ~~Superintendent Mark Bejet~~. Students in homeless situations who require assistance should contact the liaison at (402) 287-2012 or in person at 802 Highland Street, Wakefield, NE 68784.

3. Definitions

- a. "Homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence and include
 - i. 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 accommodations; are living in emergency or transitional shelters; are abandoned in hospitals or are awaiting foster care placement; and
 - ii. 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;
 - iii. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - iv. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

- b. The term “homeless” or “homeless individual” does not include any individual imprisoned or otherwise detained by the act of Congress or by state law.
 - c. “Child” and “youth” refers to persons who, if they were children of residents of the District, would be entitled to a free education.
 - d. The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.
 - e. “School of origin” means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- 4. Strategies to Address Enrollment Delays.** In order to address enrollment delays resulting from homelessness, the school district shall immediately enroll homeless students even if they are unable to produce records normally required for enrollment such as immunization and medical records, residency documents, birth certificates, school records, or other documentation, or guardianship documents. The school district shall immediately contact the school last attended by the student to obtain academic and other records. The school district’s homeless liaison shall assist in obtaining necessary immunizations, or immunization or medical records.
- 5. Transportation.** Transportation shall be provided to homeless students to the extent required by law and comparable to that provided to students who are not homeless. At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation shall be provided to and from the school of origin as follows:
- a. If the homeless child or youth continues to live in the area served by the school district, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the school district.
 - b. If the homeless child's or youth's living arrangements in the area served by the school district terminate and the child or youth, though continuing his or her education in the school district, begins living in an area served by another school district, the school district and the new school district in which the homeless child or youth is living shall negotiate to agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school district. If the districts are unable to agree, the responsibility and cost for transportation shall be shared equally.
- 6. Dispute Process.** If a dispute arises over school selection or enrollment in a school:
- a. The child or youth shall be admitted immediately to the school in which enrollment is sought, pending resolution of the dispute;
 - b. The child, youth, parent, or guardian shall be referred to the district’s homeless liaison who shall carry out the dispute resolution process within (30) thirty calendar days after receiving notice of the dispute;
 - c. The parent or guardian of the child or youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment,

including the rights of the parent, guardian, or youth to appeal the decision within (30) thirty calendar days of the time such complaint or dispute is brought.

- d. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought pending resolution of the dispute.

7. **Appeal Process**

- a. **Nebraska Department of Education.** If the Complainant is not satisfied with the written decision of the District after the dispute resolution process, the Complainant may appeal the decision of the District to the Commissioner of the Nebraska Department of Education within (30) thirty calendar days of receipt of the decision from the District, pursuant to Nebraska Department of Education Rule 19.
- b. **State Board of Education.** If the Complainant is not satisfied with the decision of the Commissioner, the Complainant may file a Petition with the State Board of Education within (30) thirty calendar days of the receipt of the decision of the Commissioner pursuant to Nebraska Department of Education Rule 19.

504 Plan

The school district will provide appropriate services to all children who qualify for them under Section 504 of the Rehabilitation Act of 1973.

1. Complaints concerning entitlement to student services under Section 504 should be filed with the school district's 504 Coordinator. All complaints must be in writing and signed by the person making the complaint. The 504 Coordinator may be contacted at: Mr. Jerad Wulf, Elementary Principal, 802 Highland Street, PO Box 330, Wakefield, Nebraska 68784, (402) 287-9892.
2. The coordinator will conduct an initial review of the complaint and attempt to effect a resolution. If the coordinator cannot resolve the complaint, the complaining party will be so advised in writing. In reviewing the complaint, the coordinator will meet with the complaining party, the complaining party's representative(s), and appropriate school district personnel including, but not limited to, the child's teacher(s) and school counselor.
3. If the coordinator does not resolve the complaint, the parties may agree to consult with a mediator from the Department of Education.
4. If the parties are unable to resolve the complaint through mediation, the party filing the complaint will be advised of the right to file the complaint with the Office of Civil Rights, U.S. Department of Education, Region VII, Kansas City, Missouri, or to initiate judicial remedies as permitted by law.
5. All meetings that the complaining party is to attend shall be scheduled at a time convenient to both the complaining party and the coordinator. (Board Policy 6022)

Student Insurance

The school district is not an insurer of student safety, and parents are encouraged to secure insurance covering their students' healthcare needs, including catastrophic coverage for injuries which may be sustained while participating in athletics or other extracurricular activities. (Board Policy 5025)

WAKEFIELD COMMUNITY SCHOOL

802 HIGHLAND

PO BOX 330

WAKEFIELD, NE 68784-0330

Mark Bejot, Superintendent, mbejot@esu1.org

Jerad Wulf, Principal K-6, jwulf@esu1.org

Jason Heitz, Principal 7-12, jheitz@esu1.org

Phone: 402-287-2012 (HS)

402-287-9892 (Elem)

FAX: 402-287-2014

http://www.wakefieldschools.org

CONSENT TO PERFORM RANDOM DRUG TESTING

2016-2017

Student Name _____ Grade _____

As a student and parent:

- < We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
- < We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
- < We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.
- < We understand this is binding while a student is enrolled in Wakefield Community School District.

CONSENT TO PERFORM DRUG TESTING

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs and alcohol in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities in which this student might participate during the current school year.

We hereby release the Wakefield Community School Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

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Collaborative Plan Addressing Barriers to Attendance

Student Name: _____ Student Grade: _____

Building: _____ Classroom/Homeroom Teacher: _____

Date of Meeting: _____ Number of absences at time of meeting: _____

What are the primary reasons the student has been absent: _____

Based on that information, meeting participants considered the following issues (check all that apply):

- Illness related to physical or behavioral health of the child
- Educational Counseling
- Referral to community agencies for economic services
- Family or individual counseling
- Assisting the family in working with other community services
- Referral to student assistance team for possible Section 504 or IDEA eligibility
- Other: _____

Attendance Plan

Based on the above considerations, this attendance plan will be put into place:

Steps to be taken by school staff: _____

Steps to be taken by student: _____

Steps to be taken by parent/guardian: _____

Steps to be taken by third parties: _____

Signatures of Meeting Attendees:

Parent/Guardian: _____

Student: _____

Attendance Officer: _____

Social Worker or School Administrator: _____

Other (indicate title): _____

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. ***Please note that if your student accrues more than 20 absences, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).***

I have received a copy of this Plan, including the above notice:

Parent/Guardian: _____

Student: _____

(Form 2014)

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Non-Prescription Medication Parent Permission Form

Student Name _____ Date _____

Name of Medication Dosage to be given: _____

Time Medication is to be given: _____

What is medication being given for: _____

Any special directions or comments: _____

If medication is being given when child has a specific complaint (EXAMPLE: headache), how many hours apart should above dosage be given? _____

I hereby grant the designated school personnel permission to administer the above named medication to the above named child according to my directions.

Parent/Guardian

Signature _____ Date _____

1. All medication must be in original container with a label and child guard cap.
2. All medication dosages and times to be given must correspond to directions on the container. (EXAMPLE: no Extra Strength Tylenol or adult cough syrup to a child under the age of 12)
3. The medication and permission forms shall be left with the office personnel at the start of the day.
4. Parents/Guardians will assume the medication is administered per request unless the designated personnel or school nurse notifies them by phone or note that the medication was not given and the reason why.
5. Parents/Guardians are encouraged to pick up any unused medication as soon as possible after the child has completed taking it. At the end of the school year any medication that has not been picked up by the parent/guardian will be destroyed.

5-6. (Form 2010)

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Student Asthma/Allergy Action Plan

(This Page To Be Completed By Health Care Provider)

Student Name: _____ Date Of Birth: _____ / _____ / _____
(MONTH) (DAY) (YEAR)

- Exercise Pre-Treatment:** Administer inhaler (2 inhalations) 15-30 minutes prior to exercise. (e.g., PE, recess, etc).
- Albuterol HFA inhaler (Proventil, Ventolin, ProAir) Use inhaler with valved holding chamber
- Levalbuterol (Xopenex HFA)
- Pirbuterol inhaler (Maxair) Other: _____

Asthma Treatment

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

Albuterol HFA (Proventil, Ventolin, ProAir) 2 inhalations

Levalbuterol (Xopenex HFA) 2 inhalations

Pirbuterol (Maxair) 2 inhalations

Use inhaler with valved holding chamber

Albuterol inhaled **by nebulizer** (Proventil, Ventolin, AccuNeb)

.63 mg/3 mL 1.25 mg/3 mL 2.5 mg/3 ml

Levalbuterol inhaled **by nebulizer** (Xopenex)

0.31 mg/3 mL 0.63 mg/3 mL 1.25 mg/3 mL

May carry & self-administer inhaler (MDI)

Other: _____

Closely Watch the Student after Giving Quick Relief Medication

If, after 10 minutes:

- Symptoms are better, student may return to classroom after notifying parent/guardian
- Symptoms are not better, give the treatment again and notify parent/guardian right away
- If student continues to get worse, CALL 911 and use the Nebraska Schools' Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol

Anaphylaxis Treatment

Give **epinephrine** when student has allergy symptoms, such as hives, hard to breathe (chest or neck "sucking in"), lips or fingernails turning blue, or trouble talking (shortness of breath).

EpiPen® 0.3 mg EpiPen® Jr. 0.15 mg

Auvi-Q™ 0.3 mg Auvi-Q™ 0.15 mg

Adrenaclick® 0.3 mg Adrenaclick® 0.15 mg

May carry & self-administer epinephrine auto-injector

Use epinephrine auto-injector immediately upon exposure to known allergen

If symptoms do not improve or they return, epinephrine can be repeated after 5 minutes or more

Lay person flat on back and raise legs. If vomiting or difficulty breathing, let them lie on their side.

CALL 911 After Giving Epinephrine & Closely Watch the Student

- Notify parent/guardian immediately
- **Even if student gets better, the student should be watched for more symptoms of anaphylaxis in an emergency room**
- **If student does not get better or continues to get worse, use the Nebraska Schools' Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Protocol**

This student has a medical history of asthma and/or anaphylaxis and the use of the above-listed medication(s) has been reviewed by the HCP. If medications are self-administered, the school staff **must** be notified.

Additional information: (i.e. asthma triggers, allergens) _____

Health Care Provider name: (please print) _____ **Phone:** _____

Health Care Provider signature: _____ **Date:** _____

Parent signature: _____ **Date:** _____

Reviewed by school nurse/nurse designee: _____ **Date:** _____

Student Asthma/Allergy Action Plan

(This Page To Be Completed By Parent/Guardian)

Student Name: _____ **Age:** _____ **Grade:** _____
School: _____ **Homeroom Teacher:** _____
Parent/Guardian: _____ **Phone()** _____ **()** _____
Parent//Guardian: _____ **Phone()** _____ **()** _____
Emergency Contact: _____ **Phone()** _____ **()** _____

Known Asthma Triggers: Please check the boxes to identify what can cause an asthma episode for your student.			
<input type="checkbox"/> Exercise	<input type="checkbox"/> Respiratory/viral infections	<input type="checkbox"/> Odors/fumes/smoke	<input type="checkbox"/> Mold/mildew
<input type="checkbox"/> Pollens	<input type="checkbox"/> Animals/dander	<input type="checkbox"/> Dust/dust mites	<input type="checkbox"/> Grasses/trees
<input type="checkbox"/> Temperature/weather—humidity, cold air, etc.	<input type="checkbox"/> Pesticides	<input type="checkbox"/> Food—please list below	
<input type="checkbox"/> Other—please list: _____			
Known Allergy/Intolerance: Please check those which apply and describe what happens when your child eats or comes into contact with the allergen..			
Peanuts	<input type="checkbox"/>	_____	
Tree Nuts	<input type="checkbox"/>	_____	
Fish/shellfish	<input type="checkbox"/>	_____	
Eggs	<input type="checkbox"/>	_____	
Soy	<input type="checkbox"/>	_____	
Wheat	<input type="checkbox"/>	_____	
Milk	<input type="checkbox"/>	_____	
Medication	<input type="checkbox"/>	_____	
Latex	<input type="checkbox"/>	_____	
Insect stings	<input type="checkbox"/>	_____	
Other	<input type="checkbox"/>	_____	
Notice: If your child has been prescribed epinephrine (such as an EpiPen®) for an allergy, you must provide epinephrine at school. If your student needs a special diet to limit or avoid foods, your doctor will need to complete the form "Medical Statement Form to Request Special Meals and/or Accommodations" which can be found on the website— www.airenebraska.org			
Daily Medicines: Please list daily medicines used at home and/or to be given at school.			
Medicine Name	Amount/Dose	When does it need to given	

I understand that all medicines to be given at school must be provided by the parent/guardian.

Parent signature: _____ **Date:** _____

Reviewed by school nurse/nurse designee: _____ **Date:** _____

20165-20176 Student Information

ALL PARENTS/GUARDIANS NEED TO COMPLETE THIS FORM

A current record for each child in school must be kept and should include the following information. PLEASE be accurate and complete.

PLEASE LIST ALL CHILDREN IN THE HOUSEHOLD ATTENDING WAKEFIELD:

Full Name: _____ DOB: _____ Age: _____ Grade: _____ Sex: _____

Full Name: _____ DOB: _____ Age: _____ Grade: _____ Sex: _____

Full Name: _____ DOB: _____ Age: _____ Grade: _____ Sex: _____

Full Name: _____ DOB: _____ Age: _____ Grade: _____ Sex: _____

PARENT/GUARDIAN'S HOME ADDRESS & EMPLOYMENT ADDRESS:

Father/Guardian Information:

Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Father/Guardian Employer

Employer: _____

Address: _____

Work Phone: _____

Misc.: _____

Mother/Guardian Information:

Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Mother/Guardian Employer

Employer: _____

Address: _____

Work Phone: _____

Misc.: _____

EMERGENCY CONTACT INFORMATION:

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

Name: _____ Home#: _____ ; Work #: _____ ; Cell#: _____

Name: _____ Home#: _____ ; Work #: _____ ; Cell#: _____

MEDICAL INFORMATION:

Family Physician(s) in case of emergency: _____

Would you like school correspondence in:
Other

English

Spanish

(form 2016)

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Wakefield High School District iPad Protection Plan

The Wakefield Community School District recognizes that with the implementation of the iPad initiative there is a need to protect the investment both by the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

School District Protection

School District Protection is available for students and parents to cover iPad replacement in the event of theft, loss, or accidental damage. The protection cost is \$50.00 annually for each iPad with a maximum cost of \$150.00 per family. This plan will include one repair or replacement, additional repairs or replacements will be the full responsibility of the student. Parents will need to purchase this insurance through the Wakefield High School office before your student is allowed to check out an iPad.

Personal Home or Homeowners Coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad.

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Additional Information: In cases of theft, vandalism and other criminal acts, a police report, or in the case of a fire, **a report MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. **INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to iPads, Warranty, Accidental Damage Protection, or School District iPad Protection **DOES NOT** cover intentional damage of the iPads.

(Form 2010)

Wakefield High School Student Pledge for iPad Use

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery as needed.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate, meet Wakefield Community School District expectations, and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad or provided case; I will not deface any sticker applied to any iPad applied by Wakefield Community School.
11. I understand that my iPad is subject to inspection at any time without notice and remains property of the Wakefield Community School District.
12. I will follow the policies outlined in the iPad Handbook and the Use of the Acceptable Use Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft or vandalism, as well as report to the Wakefield Community School District.
14. I will be responsible for all damage or loss caused by neglect or abuse. I will report any damages or loss to Wakefield High School office.
15. I agree to return the iPad, case and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student Pledge for iPad Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school iPads and accessories must be returned to the Wakefield Library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Wakefield Community School District for any other reason must return their individual school iPad computer on the date of termination.

(Form 2010)

Parent-School Learning Compact
Wakefield Community School
20156 / 20167 School Year

Teacher:

It is important that students achieve. I agree to do the following:

1. Provide high-quality curriculum and instruction to enable children to meet state academic achievement standards.
2. Regularly communicate with you on your child's progress.
3. Provide a safe, positive, and healthy learning environment for your child.
4. Demonstrate professional behavior and positive attitude.
5. _____

Teacher Signature _____

Parent / Caring Adult:

I want my child to achieve; therefore I will encourage him/her by doing the following:

1. Communicate and work with teachers and school staff to support and challenge my child.
2. Make sure my child is at school every day and on time, unless he/she is ill.
3. See that my child has the necessary supplies needed throughout the school year.
4. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.
5. _____

Parent Signature _____

Student:

I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed schoolwork on time.
6. Read at home.
7. _____

Student Signature _____

(Form 2016)

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Receipt of Student Handbook

The Wakefield Student Handbook is developed for students, parents and the faculty of our school. Its purpose is to provide for the smooth and efficient operation of the school by giving notice about our policies, rules, regulations and general information to those needing to know. By providing this handbook, it is also intended that the rights of those affected will be better protected.

Please read this handbook with your student. Feel free to ask questions and make suggestions about the contents herein. Copies of district policies, student handbook and teacher handbook are available at the school office.

The handbooks are adopted yearly by the Board of Education as official district policy. After reading this handbook, we ask that parent(s)/guardian(s) and their student(s) sign below and return this sheet to the school office. Your signature does not mean that you agree with or endorse the handbook contents, only that you have read it and understand it. Your signature indicates that you give permission for child/children (if in grades 7-12) to leave school during the school day in order to participate in a school sponsored sport or activity. This includes all athletic games and events, as well as speech and one act.

The administration reserves the right to amend any policies in this handbook that they feel will provide for the betterment of education in the Wakefield Community School District, or to act on situations not specifically covered in this handbook.

“I HAVE READ AND DO UNDERSTAND THE STUDENT HANDBOOK FOR WAKEFIELD COMMUNITY SCHOOL DISTRICT.”

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

“I HAVE READ AND DO UNDERSTAND THE STUDENT HANDBOOK FOR WAKEFIELD COMMUNITY SCHOOL DISTRICT and pledge to do the following:

- make every effort to help my school be the best that it can be by doing the best in the classroom, in activities, or wherever I may be representing it;
- to have pride in my school, my family, and my community, and show it in my behavior and attitude;
- to follow the rules and regulations of this handbook;
- to acknowledge the drug and alcohol policies, to understand that their purpose is to provide a learning environment that is safe, healthy and productive.

STUDENT’S SIGNATURE: _____ DATE: _____

(Form 2008)



Karen Haase
Steve Williams
Bobby Truhe
Shari Russell, Paralegal

MEMORANDUM

TO: Policy Service Subscribers
FROM: Karen, Steve, Bobby, and Shari, KSB School Law
DATE: June 1, 2015
RE: 2015 Policy Updates

Attached are the KSB School Law policy updates for the 2014-15 school year. This memorandum describes the new policies and the revisions to your existing policies that we recommend. Please review them and discuss them fully with your board. Contact us if you would like to have them customized or "tweaked" to meet your individual circumstances.

REVISION TO POLICY 2005: Conflict of Interest

The Nebraska Accountability and Disclosure Commission has clarified to the KSB attorneys that the Commission does not believe that board members must register all potential conflicts of interest with the NADC. This amendment to the policy incorporates that clarification, stating that board members must only submit their potential conflict forms to the NADC if the board member would like an opinion about the potential conflict.

This revision is required.

REVISION TO POLICY 2006: Complaint Procedure

This policy outlines the general complaint procedure for all district patrons and staff, including board members, unless another policy or contract such as a collective bargaining agreement applies a separate grievance procedure.

The Kansas City Office of the Office for Civil Rights has changed the physical location of its offices. They are requiring all schools to update their complaint policies to include the OCR's new contact information. Since your general complaint policy could be used to submit complaints about sex or disability discrimination, we include the OCR's address in policy 2006.

We have made some other general revisions to this policy, including the addition of deadlines for each step of the complaint appeal process.

We often suggest that board members keep extra copies of this policy readily available to provide to patrons who contact you to lodge general complaints about teachers, coaches or administrators. Board members should be very familiar and comfortable with this policy.

This revision is required.

REVISION TO POLICY 2008: Meetings

LB 365, which was enacted this legislative session allows school districts and ESUs to keep minutes of the meetings of the board as an electronic record. This revision to Policy 2008 states that board meeting minutes may be published on the district's website. **NOTE: Pursuant to Neb. Rev. Stat. § 79-580 you are still required to publish claims and "a concise summary of the minutes" in a legal newspaper distributed in the district.*

This revision is required if you wish to maintain your meeting minutes electronically.

REVISION TO POLICY 3003: Bid Letting and Contracts

The Unicameral has amended the provisions relating to bidding of construction projects by public school districts. Current law provides that

school districts are exempted from bidding construction, remodeling, or repair building projects or site improvements in which the contemplated expenditure is less than \$40,000. The bill provides that projects that are expected to cost less than \$100,000 will not have to be bid. This change will become effective 90 days after the Legislature adjourns *sine die*, which this session is August 27, 2015.

The legislative bill that amended the bidding statute also provides for the State Board of Education to adjust the limit to account for inflation every fifth year based upon the percentage change in the CPI for the five-year period. We have drafted this policy to include automatic adjustment of the amount with the state board's changes so that you will be able to take advantage of those adjustments as soon as the State Board approves the higher limit.

LB 283 also allows schools to make emergency expenditures when there has been a disaster, emergency or civil defense emergency. If the board has a copy of an emergency proclamation from the county emergency management director, it can spend funds in excess of its annual budget without following the amendment process and is excused from the bidding statutes. We've amended Policy 3003 to make it clear that the bidding requirements in that policy don't apply if there is an emergency as that term is defined in LB 283.

This revision is required.

REVISION TO POLICY 4001: Nondiscrimination

LB 627 amended the Nebraska Fair Employment Practices Act to prohibit discrimination against employees and job applicants who are pregnant. The new statute requires employers to provide accommodations to pregnant staff including "acquisition of equipment for sitting, more frequent or longer breaks, periodic rest, assistance with manual labor, job restructuring, light duty assignments, modified work schedules, temporary transfers to less strenuous or hazardous work, time off to recover from childbirth, or break time and appropriate facilities for breast-feeding." The new revisions do give deference to employment requirements if those requirements are in written job

descriptions, which means that you should also consider reviewing and updating your district's job descriptions.

This change to the Nebraska Fair Employment Practices Act actually becomes the third statute that applies to educational employers which prohibits discrimination in employment based on pregnancy (the federal Pregnancy Discrimination Act and the Nebraska Equal Opportunity in Education Act are the other two). This prompted us to revise Policy 4001 on Nondiscrimination to have it list all of the state and federal anti-discrimination statutes which schools are required to follow. We believe that this is a more useful way to organize schools' various and ever-increasing statutory obligations. We also know the Office of Civil Rights frequently requests to review nondiscrimination policies, and this should assist in the event of an OCR investigation.

This revision is not required.

NEW POLICY 3037: Petty Cash

The Nebraska State Auditor expressed concern during a recent audit that a school district maintained a petty cash fund without adopting any policy or procedures governing its use. The auditor was particularly concerned about the lack of monitoring and oversight of the fund. If you do not use petty cash, you do not need a policy. However, if you do utilize such a fund, we strongly encourage you to adopt a policy that spells out its amount, who controls it, when it may be used, monitoring procedures, etc. You should review this policy with the administration and the board to make sure that it conforms to your actual practice.

This revision is strongly recommended if your district uses a petty cash fund.

REVISION TO POLICY 4025: Superintendent

This revision makes it explicit that the superintendent can be either bonded or insured.

This revision is strongly recommended if your district insures your superintendent rather than purchasing a bond.

REVISION TO POLICY 4058: Confidentiality in Counseling and Guidance

We have had a few guidance counselors mistakenly believe that they discharge their obligation to report suspected child abuse and neglect if they discuss the situation with the student's parents. That is not true. This policy makes the counselor's obligation to report explicit.

This revision is not required.

NEW POLICY 4059: Suicide Prevention Training

Last year the Unicameral enacted LB 923, which requires the Nebraska Department of Education to provide annual suicide prevention training to schools. The statute provides, "Beginning in school year 2015-16, all public school nurses, teachers, counselors, school psychologists, administrators, school social workers, and any other appropriate personnel shall receive at least one hour of suicide awareness and prevention training each year." It is up to the board to determine who constitutes "other appropriate personnel." The Department of Education's school safety center recommends that "[a]ny school staff member having contact with students" participate in this training, including "para-professionals, administrative/secretarial staff, bus drivers, custodians, kitchen staff, etc." The attached policy lists all of the staff members who are required to complete the suicide awareness training. The highlighted positions are staff members who your board **may** deem to be "appropriate personnel" to receive the staff. If there are positions which you determine to not be an appropriate staff member to participate in suicide

awareness training, please delete it from the version of the policy that your board adopts.

This policy is required.

REVISION TO POLICY 5014: Homeless Students, Associated McKinney-Vento Homeless Student Forms, and changes to NEB. REV. STAT. § 79-215 regarding enrollment of homeless students

Policy 5014. Several KSB clients have undergone Rule 10 monitoring audits with respect to the policies that NDE enforces. These include Title I policies and Homeless Students policies. The updated Homeless Students policy is a reflection of several years' worth of tweaks to the policy in conjunction with NDE representatives. To help avoid a finding during a monitoring review, we strongly recommend that you enact this policy to replace your existing Homeless Student policy.

Associated Homeless Student Forms. NDE does not require the use of its sample homeless student forms. However, in an effort to assist our clients with enrollment of homeless student issues, we have adapted NDE's sample forms and turned them into forms that we are recommending to our policy subscribers. Attached you will find these 3 forms: McKinney-Vento Dispute Form; McKinney Vento Dispute Resolution Written Response and Right to Appeal; and McKinney Vento Written Notification of Enrollment. Your district is welcome to use any forms it prefers, but we believe these forms will assist you in complying with the McKinney-Vento and Nebraska's laws regarding enrollment of homeless students.

Changes to 79-215. The NDE technical cleanup bill this year made a small but significant change to Nebraska's enrollment statute. Subsection (3) prior to the cleanup stated: "A school board shall admit any homeless student upon request without charge." In theory, this meant that a homeless student could enroll anywhere in the state, regardless of where the student resided upon becoming homeless or after becoming homeless, so long as the student met the definition of a "homeless child" under the law. It actually represented a much more expansive requirement than the federal law.

Now, however, subsection (3) of 79-215 has been amended to track the more restrictive federal law for enrollment of homeless students. Subsection

(3) now reads as follows: “A school board shall admit any homeless student upon request without charge if the district is the district in which the student (i) is currently located, (ii) attended when permanently housed, or (iii) was last enrolled.” These additions mean a homeless student is only permitted to attend the district of the child’s current location, the district in which the student became homeless, or the district in which the student was last enrolled. While no policy change is required, this amendment to 79-215 should be addressed with your Homeless Student Liaison and district/building administrators.

This policy revision is required. Adoption of the related forms is optional but is strongly recommended. Review of your current practices and procedures relating to the enrollment of homeless students is strongly recommended.

REVISION TO POLICY 5023: Student Illness

LB 511 requires schools to have a “return to learn protocol” for students who are pediatric cancer survivors. While we agree that students who have survived pediatric cancer need support, we believe schools can best provide those supports through their existing special education and Section 504 procedures. Students who have been treated for cancer will qualify as “disabled” the IDEA and/or Section 504 of the Rehabilitation Act. Therefore, we have revised the student illness policy to include a statement that the school will provide individualized services for pediatric cancer survivors under these existing systems.

This revision is required.

REVISION TO POLICIES 5026: Sex Equality in the Education Program AND 5027: Sexual Harassment of Students by Other Students

The Office for Civil Rights has announced a renewed focus on Title IX enforcement issues. OCR is now requiring schools to identify a Title IX Coordinator by title in policy and to include the Title IX Coordinator’s contact information in the policy, in the district’s notice of non-discrimination and on the district’s website. The revisions to these policies (along with some of the

revisions to Policy 2006 and the Notice of Non-discrimination) are designed to comply with OCR's new guidance. Boards should also note that OCR is taking the position that all schools must provide updated training to their Title IX Coordinators on a periodic basis. This is a good time to review the last time your school's Title IX Coordinator was trained and, if necessary, to schedule your coordinator to be trained again.

This revision is required.

REVISION TO POLICY 5052: School Wellness Policy

Schools were originally required to have a community advisory committee to provide input to the district on their wellness policy. Schools are not required to continue to receive input from the community on their wellness policy and most districts in Nebraska have disbanded those advisory committees. This revision eliminates the reference to the community advisory committee. We also initially recommended that the district's head cook be tasked with implementing the wellness initiatives. Again, now that this is an ongoing policy issue and not a new program, your school may wish to transfer responsibility for implementing this policy to the superintendent or some other administrative staff member.

This revision is not required, however if you are no longer meeting with your community advisory committee regarding wellness you should make this change.

REVISION TO POLICY 5057: Parental Involvement in the Title I Program

Similar to the Homeless Students policy, the Title I Parental Involvement policy is reviewed during NDE's monitoring audits. Many KSB clients have worked with NDE to make changes to the parental involvement policies. While federal and state law have not changed substantially, NDE's monitoring checklist has grown and changed. The changes to the Parental Involvement policy reflect the current NDE checklist and, if approved by your board, should help to avoid a finding during a monitoring review. The changes are minimal, but they do add to the policy that communications to parents of Title

students—or all parents in district-wide programs—are sent in the language spoke in the household.

This revision required.

NEW POLICY: 5065 Bed Bugs

We have had several schools who have had to address bed bug infestations. This policy, much like Policy 5062 dealing with lice and nits, gives boards the ability to choose their preferred response to students who receive a diagnosis of bed bugs. “Option A” states that students will not be excluded when they are initially diagnosed as having bed bugs unless there have been repeated efforts to remedy the infestation. “Option B” says the student will remain out of the school building until the parents or guardians confirm treatment. The policy also states that parents will be notified if bed bugs are discovered in school buildings. You should review this policy with the board and administrative team to be sure that this is the protocol your school wishes to follow when and if bed bugs are discovered in your district.

This policy is not required but is strongly encouraged.

REVISION TO POLICY 6008: Class Rank

This policy addresses the difficult issue of class rank for transfer students – particularly students who transfer during their senior year. If your district follows a practice that is different than this one please contact us and let us draft a policy that describes your practice. Your board and administrative team should discuss how you will handle these transfer issues and that should be memorialized in a policy.

This revision is not required.

REVISION TO POLICY 6009: Grade Placement of Transfer Students

Oftentimes when students transfer into a public school after attending a homeschool or some other unaccredited school, there is uncertainty about

where the student should be placed academically. This revision makes it explicit that the building principal has the authority to determine where the student should be placed.

This revision is not required.

SPECIAL EDUCATION PROCEDURES

Similar to the Homeless Students and Parental Involvement Policies, NDE has been completing special education policy/procedure audits at many districts. Specifically, many districts are working through the Improving Learning for Children with Disabilities (ILCD) Checklist found on NDE's website. It contains 17 different components which, according to NDE, should be included in every district's special education policies and/or procedures.

We have always preferred a procedures document to include all of the ILCD items. We have attached an updated version of these procedures for your review and adoption. If you currently use policies to accomplish the requirements of the ILCD Checklist, we would be happy to assist you in updating them.

This change is strongly recommended.

Notice of Nondiscrimination

The attached notice of nondiscrimination must be published in your student and staff handbooks. The Office for Civil Rights (the agency that enforces many civil rights laws against schools) has changed its contact information and is requiring schools to update their notices to reflect the new information. This does not have to be in policy but must be in all of your handbooks. It also must be posted on your district's website.

This change is required.

Employment Application

We have attached a revised employment application form that includes wording related to Nebraska's Veteran's Preference Law.

CONCLUSION

It is all too easy to adopt policies that look good, but that do not actually reflect how the school operates or assist the school in accomplishing its goals. Every year we stress that it is very important to us to give you a working, useful set of policies and a continuing ***policy service***. There is no additional charge for revisions to these policies or consultation about them. Please don't hesitate to contact any one of us with questions. Our group e-mail address is ksb@ksbschoollaw.com.

REQUIRED REVISION

Current

2005 Conflict of Interest

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest. ~~and should file a conflict of interest disclosure with the Nebraska Accountability and Disclosure Commission (NADC).~~

1. General Rule

~~a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is awarded through an open and public process that includes prior public notice and subsequent availability for public inspection during the regular office hours of the school district.~~

2. Effect of Conflicts

~~a. The existence of any conflict of interest in any contract, or the failure to make public the board member's interest, may render a contract null and void.~~

~~b. This prohibition of conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her immediate family (parent, spouse, or child) has a business association with the school district or will receive a fee or commission as a result of the contract.~~

3. Definitions

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

- i. A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
- ii. A business in which the board member or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or he or she, or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the board member reports the name and address of the company and stockbroker.

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

4. Employing Board Members

a. No member of the board shall be engaged in a contract to teach pursuant to sections 79-817 to 79-821 or in any other employment relationship with this school district.

5. Employing Members of the Immediate Family

a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:

- i. All district employees.

- ii. All employees within a specific classification but which does not single out the member of his or her immediate family.
 - b. A board member may recommend for employment or supervise the employment of an immediate family member if:
 - i. The board member does not abuse his or her position.
 - (1) Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - (a) who is not qualified for and able to perform the duties of the position;
 - (b) for any unreasonably high salary;
 - (c) who is not required to perform the duties of the position.
 - ii. The board makes a reasonable solicitation and consideration of applications for employment.
 - iii. The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
 - iv. The board approves the employment or supervisory position.
 - ~~c. The board shall not employ an immediate family member without first having made a reasonable solicitation and consideration of applications for such employment.~~
 - d. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
6. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment
- a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
 - i. a public official, public employee, or candidate.
 - ii. a member of the immediate family of an individual listed in Subparagraph 'a' above.
 - iii. a business with which an individual listed in Subparagraph 'a' or 'b' above is associated.
 - b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.
 - c. A board member shall not use or authorize the use of compensation for financial gain of the board member, a member of his or her immediate family, or a business with which he or she is associated, other than as provided by law.
 - i. that person's public office or any confidential information received through the holding of the public office;

- ii. personal resources, property, or funds under that person's official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures.

7. Conflict of Interest Relating to Campaigning or Political Issues

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

8. Conflict of Interest Statement

- a. If a board member has a potential conflict of interest, he or she is required to take the following action as soon as he or she is aware of such potential conflict or should be aware of such potential conflict:
 - i. Prepare a written statement describing the matter requiring action or decision and the nature of the potential interest. (Use NADC Form C-2)
 - ii. Deliver a copy of the statement to the secretary of the board of education. The secretary of the board shall enter the statement ~~into the school board minutes.~~
 - iii. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.
 - iv. ~~The board member shall take such action as the NADC shall prescribe to remove himself or herself from influence over the matter.~~
- b. ~~The actions set forth in Paragraphs I, II, and III above shall not prevent a board member from making or participation in the making of a governmental decision to the extent that his or her participation is legally required for the action or decision to be made. A board member acting pursuant to this section shall report the occurrence to the NADC.~~

9. Recordkeeping

- a. The board secretary shall maintain a separate record of the following information:

- i. The names of the contracting parties.
 - ii. The nature of the interest of the board member in question.
 - iii. The date that the contract was approved.
 - iv. The amount of the contract.
 - v. The basic terms of the contract.
- b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.
- ~~c. Any action must be brought within one year after the contract is signed or assigned to have that contract declared void as a result of a conflict of interest.~~

Adopted on: 12/14/2008

Revised on: 7/13/2015

Reviewed on: 7/13/2015

Required Revision Proposed

2005 Conflict of Interest

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

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

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

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

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

2. **Contracts with the School District.**

a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular office hours the proposals considered and the contract awarded. Board members who enter into employment contracts with the school district must also comply with Policy 4015.

b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.

c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her immediate family (parent, spouse, or child) has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.

d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:

(1) Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;

(2) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and

(3) Does not act for the school board as to inspection or performance under the contract in which he or she has

an interest.

3. Contracts with Board Member's Immediate Family.

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

4. Employing Members of the Immediate Family.

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

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

- a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
- (1) a public official, public employee, or candidate.
 - (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
 - (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.
- b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.

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

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

6. Conflict of Interest Relating to Campaigning or Political Issues

a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.

c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.

d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.

(1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.

(2) Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

7. Conflict of Interest Statement

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

(1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict (Use NADC Form C-2);

(2) Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district's public records; and

(3) Abstain from participating or voting on the matter in which he or she has a conflict of interest.

- b. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.

8. Recordkeeping

- a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:

- (1) The names of the contracting parties.
- (2) The nature of the interest of the board member in question.
- (3) The date that the contract was approved.
- (4) The amount of the contract.
- (5) The basic terms of the contract.

- b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

**Recommended Elective Policy: New
May elect to change dates of service**

2015

STUDENT MEMBER OF SCHOOL BOARD

In order to provide the School Board gain a greater insight into student activities, programs, and needs; and to encourage student involvement in school district governance activities the board may allow one nonvoting student member(s) on the Board of Education. The role of student member is advisory. The board shall decide whether to have a student member at its regular May board meeting or at such other meeting determined by the board.

Selection and Term of Student Member

The student member shall be the student body or student council president, the senior class representative, or a representative elected from and by the entire student body, as designated by the voting members of the School Board.

The term of office will be one school year, beginning on September 1 and ending on June 1.

Student members will not participate in executive or closed sessions.

Guidelines

Student members may not introduce motions.

Student members are expected to attend all public meetings of the Board and can be appointed to committees of the Board at the discretion of the president.

The president of the board, in consultation with the Superintendent of Schools, has the right to bar the participation of a student member at the board's discretion. The decision of the board president is final and is not subject to review.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Current Policy Required Revisions

3014 Use of School Property

1. General Facilities Use Guidelines
 - a. School facilities may be used by various education and community organizations when it is in the interest of the general public.
 - b. Any person or group using school facilities must assure that it will be responsible for maintaining order, protecting property, and providing security and safety. If students are part of the group using the facility, the adult in charge must be a parent, staff member or school board member. Activities or entertainment held on school premises shall be of a suitable, moral nature for such premises.
 - ~~e. Only those organizations and persons who are known to school officials, who have financial resources sufficient to cover all rentals and possible damages, and who are willing to discharge such obligations shall be permitted to use the school facilities and equipment. The rental fees for major school facilities shall be set by the superintendent and approved by the board. The board shall review facility rental fees annually.~~
 - d. The shop and Activities Center may not be used by students when school is not in session, unless supervised by a qualified instructor or adult.
 - ~~e. The district shall provide access to buildings, grounds and activities to students, parents or guardians of students, and other persons who have legitimate reasons for being on school grounds.~~
 - ~~f. Commercial groups or organizations shall not be allowed to use the building unless sponsored by the school or authorized by the board.~~
 - g. Any person or school group using the school facilities, for any purpose, must comply with all of the district's policies, rules and regulations.
2. Use of School Property by Student Groups
 - a. Curriculum-related student groups ~~and other school organizations~~
 - ~~i.) School organizations may use school facilities at no cost to the group, if they restore the facilities to their normal state after using them.~~
 - ~~ii.) The district shall bear any costs for a school group (e.g., the fee paid to a cook or a custodian required to be in attendance).~~
 - b. Non-curriculum related student groups
 - i. Boy Scouts, Girl Scouts, Campfire, 4-H groups and similar youth groups that involve mainly young people living within the district may use the school building after school hours as a meeting place without charge.
 1. Such meetings shall be held while the building is normally open and there is a minimum of interference with custodians or other school personnel or facility use.
 2. These groups may use the school buildings in the evening for meetings if the

- group is sponsored by adults and the adults assume responsibility for cleanup and placing the area back in the condition it was in prior to use.
- ii. Non-curriculum related student groups must secure the superintendent's or designee's permission before meeting on school premises.
 - iii. Non-curriculum related student groups may meet only on school premises at times and places determined by the superintendent or designee.
 - iv. Non-curriculum student groups must meet each of the following conditions to secure the superintendent's or designee's permission to use school facilities:
 - (1) The meeting will be held during non-instructional time.
 - (2) The district has facilities available to accommodate the meeting.
 - (3) The meeting is voluntary and student initiated.
 - (4) An employee of the district will be present in a non-participating capacity, unless the superintendent or designee specifically waives this requirement.
 - (5) The meeting will not substantially interfere with the orderly conduct of educational activities within the school.
 - (6) Persons who are not regularly enrolled students or employees of the district will not direct, conduct, control or regularly attend the meetings.
- c. For purposes of this policy:
- i. "Curriculum-Related Student Groups" shall mean: Any group sponsored by the district or by the individual school as to which the superintendent assigns a staff member or sponsor on either a paid or non-paid basis. A curriculum-related student group shall not include any student group that has a religious or political affiliation or purpose.
 - ii. "Non-Curriculum Related Student Groups" shall mean: Any group which is not a curriculum-related student group.
3. Use of facilities by non-student groups
- a. The superintendent ~~or designee~~ may authorize the use of any school facilities for non-school activities, according to policy guidelines.
 - b. Activities that would be acceptable, ~~subject to review and approval of the board include:~~
 - i. The local teacher association may hold meetings when student classes are not in session and staff members are not on duty.
 - ~~ii. The district will allow local religious organizations to use school facilities on an emergency, short term basis. The board reserves its right to assess a rental fee for these or similar activities.~~
 - c. Denial of access
 - i. The superintendent ~~or designee (referred to herein as administrator)~~ may limit or deny access to school buildings, grounds, and activities to any person whom the administrator deems to be using the facilities inappropriately.

- ii. Upon determining that a person has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the administrator shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The administrator may request assistance from law enforcement authorities to remove an offending person from the school grounds.
- iii. The administrator shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises.
 - (1) A person who enters school premises in violation of these conditions shall be deemed to be trespassing.
 - (2) The administrator may summon law enforcement authorities to remove the person from school premises and request that criminal proceedings be initiated.
- d. Students, faculty and community members may borrow school equipment for non-school use only if they have received the prior permission of the superintendent.

Adopted on: 2/08/2010
Revised on: 10/12/2011
Reviewed on: 03/10/2014

Required Revision Proposed

3014 Use of School Property

1. Use of Specific Facilities by Application and Agreement
 - a. The district permits non-commercial use of the following facilities by individual patrons for their personal health and wellness: weight room, track, and Activity Center. The district understands that it would not be feasible to require a patron to apply to use facilities like the weight room on every occurrence. The facility uses defined in this paragraph are an exception to the general facility use requirements contained in this policy for ease of administration and efficiency. All other facility uses must comply with the other provisions of this policy.
 - b. These particular facilities may be used upon only one application and upon signing the district's written waiver and agreement.
 - c. Use of these facilities is governed by this and other district policy and the agreement signed by the user. A copy of each agreement will be maintained in the district's central office.
2. General Facilities Use Guidelines
 - a. School facilities may be used by various education and community organizations and individuals when it is in the interest of the general public.
 - b. School facilities may not be used for personal profit and other commercial purposes. The district opens its facilities to district patrons for the benefit of the public, not commercial uses. Due to the complications created by groups or individuals using district facilities for commercial purposes, these uses are prohibited. Booster clubs and other organizations raising money purely for the support of student groups, as defined below, and not for personal profit are not considered commercial uses but must comply with the district's policies which apply to these groups.
 - c. Any person or group using school facilities must assure that it will be responsible for maintaining order, protecting property, and providing security and safety.
 - d. Only those organizations and persons who are known to school officials, who have financial resources sufficient to cover all rentals and possible damages, and who are willing to discharge such obligations shall be permitted to use the school facilities and equipment.
 - e. The rental fees for school facilities shall be set by the board.
 - f. Non-curricular student groups or non-student groups (as those terms are defined below) that wish to use the facility must submit a facility use application which may be obtained from the district's central office. The application must be received by the superintendent prior to the approval of any facility use.
 - g. The shop and weight room and Activities Center may not be used by students when school is not in session, unless supervised by a district staff member or a responsible adult upon approval of the superintendent. Use of the shop and weight room and Activities Center in violation of this provision may lead to the students being denied access to these facilities or other consequences permitted by board policy and Nebraska law.
 - h. Any person or group using the school facilities, for any purpose, must comply with all of the district's policies, rules, and regulations.

3. Definitions

- a. "Curriculum-related student groups" shall mean students participating in school-sponsored activities, supervised by district staff, related to the curriculum, and recognized by the board.
- b. "Extracurricular student groups" shall mean students participating in an extracurricular activity, sponsored by the district, supervised by district staff, and recognized by the board, such as athletic teams and academic teams which are not otherwise categorized as "curriculum-related student groups."
- c. "Non-curriculum related student groups" shall mean all other groups comprised primarily of students who attend the district participating in activities such as Boy Scouts, Girl Scouts, 4-H, political groups, religious groups, and other similar youth groups.
- d. "Non-student group" shall mean all other groups or individuals who apply to use district facilities.
- e. "Superintendent" shall mean the superintendent of schools or his/her designee.

4. Use of School Property by Student Groups

- a. Curriculum-related and Extracurricular student groups
 - i.) Curriculum-related and Extracurricular student groups may use school facilities at no cost to the group, if they restore the facilities to their prior state after using them.
 - ii.) The district shall bear any costs associated with use by these groups (*e.g.*, the fee paid to a cook or a custodian required to be in attendance).
 - iii.) Curriculum-related and Extracurricular student groups have priority over non-curriculum related student groups and non-student groups.
- b. Non-curriculum related student groups
 - i. Non-curriculum related student groups may use the school building during non-instructional time.
 - 1. Such use shall be without charge. Such uses shall occur while the building is normally open and there is a minimum of interference with custodians or other student and staff facility use.
 - 2. These groups may use the school buildings in the evening for meetings if the group is sponsored by an adult and the adult (1) files the application to use the facilities on behalf of the group and (2) assumes responsibility for cleanup and placing the area back in the condition it was in prior to use.
 - ii. Non-curriculum related student groups must apply for use of the facilities and secure the superintendent's permission before using school facilities.
 - iii. Non-curriculum related student groups may meet only on school premises at times and places determined by the superintendent or designee.
 - iv. Non-curriculum related student groups must meet each of the following conditions to secure the superintendent's permission to use school facilities:
 - a. The facility use will occur during non-instructional time.
 - b. The district has facilities available to accommodate the group.

- c. The use is voluntary and for the general benefit of the student participants.
- d. The use will not substantially interfere with the orderly conduct of educational activities and other programs within the school.

5. Use of facilities by non-student groups

- a. The superintendent may authorize the use of any school facilities for non-school activities by non-student groups.
- b. In addition to the guidelines listed elsewhere in this policy and other board policies or administrative protocol, the superintendent will consider the following when making determinations regarding use of district facilities by non-student groups:
 - i. The local education association may hold meetings when classes are not in session and staff members are not on duty.
 - ii. Non-student groups which provide education-related programming and services for students and staff may be given priority of use over other outside groups. The superintendent has sole discretion in determining whether proposed uses relate sufficiently to the district's educational standards and programs.
 - iii. Non-student groups which provide programming and services for community members and others living within the district may be given priority of use over other outside groups.

c. Denial of access

The superintendent may limit or deny access to school buildings, grounds, and activities to any person whom the superintendent deems to be using the facilities inappropriately and contrary to the district's mission.

Upon determining that a person or group has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the superintendent shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The superintendent may request assistance from law enforcement authorities to remove an offending person from the school grounds. A person who enters school premises in violation of these conditions shall be deemed to be trespassing.

The superintendent shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises.

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

7. Proof of Insurance

- a. When any non-curriculum related or non-student group utilizes school district facilities, the group submitting the facility use application may be asked to provide proof of insurance up to the current tort claims limits applicable to political subdivision in the State of Nebraska. Currently, those limits are \$1,000,000 per person for any number of claims arising out of a single occurrence and \$5,000,000 for all claims arising out of a single occurrence.
- b. The district may require the non-curriculum related or non-student group to include the district as an

additional insured on any such policies and may refuse access to its facilities until proof of satisfaction of this requirement is submitted to the superintendent.

8. No Fees for Admission

- a. Non-curriculum related and non-student groups may not charge a fee to participate in or be a spectator at any recreational activity, event, or other such gathering occurring on district grounds unless approved in advance by the superintendent.
- b. If the district retains control over the area of the premises in which the non-curricular and non-student group desires to use, meaning the district provides supervision, staffing, custodial services, or otherwise maintains its control during the group's use of the facilities, the group may not charge a fee for admission under any circumstances.
- c. Non-curricular and non-student groups may charge for parking or vehicle entry onto the premises unless otherwise prohibited by the superintendent.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Current Policy
Recommended Revisions

3018
Denying Access to School Premises or Activities

The school district shall provide access to the district's buildings, grounds and activities to students, parents or guardians of students, and other persons who have legitimate reasons for being on school grounds. The superintendent of schools or his or her designee (referred to herein as the "administrator") may limit or deny access to school buildings, grounds, and activities to any person who:

1. Disrupts the educational environment;
2. Is unreasonably boisterous;
3. Engages in violence, force, coercion, threats, intimidation, or similar conduct;
4. Causes or attempts to cause damage to school property or to the property of any student or school employee;
5. Causes or attempts to cause personal injury to any student, school employee or other person on school grounds or at a school activity on or off school grounds;
6. Uses vulgar, profane, or demeaning language; or
7. Uses fighting words;
8. Poses a danger to the safety and well being of students.

Upon determining that a person has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the administrator shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The administrator may request assistance from law enforcement authorities to remove an offending person from the school grounds.

The administrator shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises. A person who enters school premises in violation of these conditions shall be deemed to be trespassing. The administrator may summon law enforcement authorities to remove the person and request that criminal proceedings be initiated.

Adopted on: 2/08/2010

Revised on: _____

Reviewed on: 03/10/2014

**Proposed Policy
Recommended Revisions**

**3018
Denying Access to School Premises or Activities**

The school district shall provide access to the district's buildings, grounds and activities to students, parents or guardians of students, and other persons who have legitimate reasons for being on school grounds. The superintendent of schools or his or her designee (referred to herein as the “administrator”) may limit or deny access to school buildings, grounds, and activities to any person who:

1. Disrupts the educational environment;
2. Is unreasonably boisterous;
3. Engages in violence, force, coercion, threats, intimidation, or similar conduct;
4. Causes or attempts to cause damage to school property or to the property of any student or school employee;
5. Causes or attempts to cause personal injury to any student, school employee or other person on school grounds or at a school activity on or off school grounds;
6. Uses vulgar, profane, or demeaning language; or
7. Uses fighting words;
8. Poses a danger to the safety and well being of students.

Upon determining that a person has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the administrator shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The administrator may request assistance from law enforcement authorities to remove an offending person from the school grounds. The administrator shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises. A person who enters school premises in violation of these conditions shall be deemed to be trespassing. The administrator may summon law enforcement authorities to remove the person and request that criminal proceedings be initiated.

Any person who feels aggrieved by an action of the administrator under this policy may appeal the administrator’s action to the board of education. The board shall consider the matter at its next regular or special meeting, provided that the person filed the appeal sufficiently in advance of the meeting to enable the board to comply with the Public Meetings Law and any other applicable provisions of board policy. The person shall file the appeal in writing in the office of the superintendent setting forth the alleged facts, listing all witnesses who have information bearing on the matter, identifying the information that the witnesses have, and setting forth the result that the person is requesting.

Adopted on: _____
Revised on: _____
Reviewed on: _____

Required Revision
Proposed New Policy

3038

Procurement, Suspension, and Debarment
Governed by Federal Procurement Regulations

For purposes of federal procurement and contracts utilizing federal funds, the District awards contracts only to responsible vendors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Required Revision Current Policy

4012 Staff Internet and Computer Use

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

I. Staff Expectations in Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use chat rooms or instant messaging.
4. Staff shall not use school computers to participate in on-line auctions, on-line ~~non-academic~~ gaming.
5. ~~Staff shall not access social networking sites such as Facebook, and Twitter on school computers or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to posting on social networking sites using personal electronic devices during a staff member's planning period.~~
6. The only political advocacy allowed by staff shall be lobbying via e-mail on educational-related issues. Before engaging in this sort of activity, staff must obtain the consent of the superintendent or designee.
7. ~~Staff shall not publish web pages without the written approval of the administration. Any web page published by staff members may be linked to the district's web site. Staff are cautioned that publication of student work or personality identifiable student information on the Internet may violate the Federal Education Records Privacy Act. They must obtain the written consent of the superintendent or designee prior to posting any student related information on the Internet.~~

8. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. Enforcement

A. Methods of Enforcement

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

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

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

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

Adopted on: 4/12/2010
Revised on: 2/5/2016
Reviewed on: 2/5/2016

Required Revision Proposed Policy

4012 Staff Internet and Computer Use

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

I. Staff Expectations in Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use chat rooms, message boards, or instant messaging.
4. Staff shall not use school computers or district internet access to participate in on-line auctions, on-line gaming, mp3/mp4 sharing systems or other digital content sharing systems such as BitTorrent.
5. The only political advocacy allowed by staff on school computers or district internet access shall be lobbying via e-mail on educational-related issues. Before engaging in this sort of activity on school computers or district internet access, staff must obtain the consent of the superintendent or designee.
6. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

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

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

III. Enforcement

A. Methods of Enforcement

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

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

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

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

Adopted on: _____

Revised on: _____

Reviewed on: _____

**Current Policy
Required Revision**
(Select one of two options)

**4015
Prohibition Against Employment of Board Members**

Nebraska statutes recognize the inherent conflict of interest that is created when a member of the board of education serves as a certificated employee of the district. Consequently, section 79-554 of the statutes prohibits a board member from being employed as a teacher in a school district where he or she also serves on the board.

A conflict of interest is also created when a board member serves simultaneously as both a board member and an employee in any capacity, whether certified or non-certified. Therefore, a board member shall not be employed by the school district when serving on the board. If an employee is elected or appointed to the board, his or her employment shall be terminated upon being seated on the board. Because of the conflict that is created by a board member applying for employment while sitting on the board, a board member who wishes to apply for employment shall be required to resign from the board before applying.

This policy does not prohibit the board from contracting with members of the board for services or products when the relationship is not one of employer/employee and such contracts are in compliance with the requirements of statute and board policy regarding conflicts of interest.

Adopted on: 4/12/2010
Revised on: _____
Reviewed on: 2/5/2016

**Proposed Policy
Required Revision
Option A**

**4015
Prohibition Against Employment of Board Members as Teachers**

Nebraska statutes recognize the inherent conflict of interest that is created when a member of the board of education serves as a certificated employee of the district. Consequently, section 79-544 of the statutes prohibits a board member from being employed as a teacher in a school district where he or she also serves on the board.

The board will allow a member of the board of education to be employed by the school district in a non-teaching capacity, including substitute teaching. Board members who are also employed by the district are strictly prohibited from discussing any issue with students, staff or parents in their capacity as an employee that may come before the board. Board members who are employed by the school district must fully comply with Policy 2005: Conflict of Interest.

This policy does not prohibit the board from contracting with members of the board for services or products when the relationship is not one of employer/employee and such contracts are in compliance with the requirements of statute and board policy regarding conflicts of interest.

Adopted on: _____
Revised on: _____
Reviewed on: _____

Proposed Policy
Required Revision
Option B
(Same as current policy)

4015
Prohibition Against Employment of Board Members

Nebraska statutes recognize the inherent conflict of interest that is created when a member of the board of education serves as a certificated employee of the district. Consequently, section 79-544 of the statutes prohibits a board member from being employed as a teacher in a school district where he or she also serves on the board.

A conflict of interest is also created when a board member serves simultaneously as both a board member and an employee in any capacity, whether certified or non-certified. Therefore, a board member shall not be employed by the school district when serving on the board. If an employee is elected or appointed to the board, his or her employment shall be terminated upon being seated on the board. Because of the conflict that is created by a board member applying for employment while sitting on the board, a board member who wishes to apply for employment shall be required to resign from the board before applying.

This policy does not prohibit the board from contracting with members of the board for services or products when the relationship is not one of employer/employee and such contracts are in compliance with the requirements of statute and board policy regarding conflicts of interest.

Adopted on: _____

Revised on: _____

Reviewed on: _____

**Current Policy
Required Revision**

4051

Use of Social Media by School District Employees

The school board supports the use of technology to communicate with students for legitimate educational purposes. However, school district employees are responsible for conducting themselves professionally, exercising appropriate judgment, and teaching and modeling high standards of behavior and civic values, regardless of location. This applies to employees' conduct and interactions with students and to material they post on personal web sites, blogs, and other social networking sites including, but not limited to, Facebook, MySpace, YouTube, and Twitter. District employees are prohibited from inappropriate technological communication including but not limited to texting, online socializing or social networking (including but not limited to Facebook, Twitter, YouTube), internet use, e-mail, blogging, or any other electronic communication that violates the law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27").

Unless an employee has a legitimate educational purpose, the following use of social media is a violation of this policy. The following list is intended to be illustrative and does not describe every kind of prohibited behavior:

- Communicating with students about sex, personal, intimate, or similar matters.
- Joking with students about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Sharing sexually inappropriate material or objects with students.
- Displaying pornography.
- Making any sexual advance or engaging in any activity of a sexual or romantic nature with a student.
- "Friending" or otherwise authorizing or requesting student access to personal social media accounts. This prohibition shall not apply to social media accounts created solely for class or educationally related matters to which all of the employees' students are allowed or offered access.
- Disclosing confidential student records or information.
- Disclosing confidential personnel records or information of other school district employees, agents, or volunteers.
- Behaving in any manner that results in a disruption to the school environment or that impairs the employee's ability to perform his or her employment duties or to be an effective employee.
- Using an employment title or including any reference to the employee's affiliation with the school district unless the communication is school related and in compliance with the law, district policies, or Rule 27.
- Including school mascots, symbols, logos, or other district trademarks in non school related communications.

Nothing in this policy should be construed to (1) limit an employee's right to speak as a citizen about matters of public concern, (2) prohibit an employee from communicating with students about non school organizations or activities for which the employee is a coach or supervisor as long as the employee's communication is in compliance with the non school organization's standards of conduct and Rule 27 or (3) regulate any communication that is unrelated to the employee's position of employment with the school district and otherwise protected by the United States Constitution and the Nebraska Constitution.

Students, parents, and any other person should notify an administrator if they believe that a school district employee or any other person affiliated with the school district may be engaging in conduct that violates this policy. School district employees are required to promptly notify an administrator if they become aware of any situation that may constitute a violation of this policy.

A violation of this policy will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Adopted on: 7/25/2011
Revised on: 2/5/2016
Reviewed on: 2/5/2016

**Proposed Policy
Required Revision**

4051

Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

III. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be "the official" account of the school district (e.g., "Bulldog Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.
2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

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

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board’s policy on professional boundaries between staff and students at all times and in both physical and digital environments.

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

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

B. Acceptable Use

1.

1. Staff may use social media for instructional purposes.
2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.

C. Unacceptable Use

1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member’s immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

V. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school’s mascot name or image.

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

B. Moderation of Third Party Content

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

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

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

New Policy Revision
Policy Revision Not Required but Recommended

4060
School Vehicle Use

Pupil Transportation Vehicles

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

School Vehicles Other Than Those Transporting Students

School district employees, board members, and other elected or appointed school district officials (collectively “school personnel”) who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. School district vehicles may not be used for personal purposes unless the vehicle, or the use of it, is provided to an employee as a condition of an employment contract or it is leased to school personnel as allowed by law. School personnel must operate school vehicles in accordance with all applicable federal, state, and local laws.

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

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

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

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

- If the citation or conviction occurred at any time—Motor vehicle homicide or driving under the influence – 3rd or subsequent offense;
- If the citation or conviction occurred within the last **5** years - Driving under the influence of drugs or alcohol, failure to render aid in accident you are involved in, speeding 15 miles per hour or more above the posted speed limit , reckless driving (willful or otherwise), careless driving, leaving the scene of an accident, failure to yield to a pedestrian with bodily injury to the pedestrian, or negligent driving; or
- Have accumulated **6** points or more under an operator’s license point system within the last **2** years.

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

Electronic Communication While Driving. Unless the superintendent or a principal grants an exception to allow verbal communication on an as needed basis for specific district-related work based upon an employee’s duties and responsibilities, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle. This prohibition includes but is not

limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, text messages or other visual media.

Tobacco, Alcohol, and Controlled Substances. The use of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted in a school vehicle at any time. The use or possession of any alcohol or controlled substance (unless legally prescribed to school personnel by a physician) is not permitted in a school vehicle at any time.

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

**Current Policy
Required Revisions
(With Options)**

**5004
Option Enrollment**

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for insuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. Resident School District Defined.** Resident school district shall mean the school district in which a student resides or in which the student is deemed to reside by operation of state law.
- c. Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

2. Persons Entitled to Apply for Option Enrollment of Students. Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. Duties, Entitlements and Rights of Option Students. Except as otherwise provided herein, option students shall be treated as resident students of the school district.

4. Standards for Acceptance or Rejection of Option Students.

~~**a.** In determining whether to accept or reject applications for students to option into the district, the board of education may consider the capacity of a program, class, grade level, or school building. Capacity shall be determined by setting a maximum number of option students that this school district will accept in any program, class, grade level, or school building, based upon factors such as, but not limited to, available staff, facilities, projected enrollment of resident students, projected number of students with which the option district will contract based on existing contractual arrangements, and the availability of appropriate education programs. The board may, by resolution, declare a program, a class, or a school unavailable to option students due to lack of capacity.~~

~~**b.** The school district shall not accept any option student into any program, class, grade level or school building when acceptance of the student would cause overcrowding in that program, class, grade level or school building as determined by the school administration, or would significantly increase the operating costs of the school district, such as by requiring the hiring of new staff.~~

c. The school district shall accept an option student with a disability only to the extent that the school district's then current staff and facilities are sufficient to accommodate the student's needs without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.

d. The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.

- e. If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
 - i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
 - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
5. **False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.
- ~~6. **Certain Programs Unavailable to Option Students.** The board reserves the right by resolution to declare a program, a class, or a school building unavailable to option students due to lack of capacity.~~
7. **Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
8. **Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
9. **Procedure for Students Optioning Into or Out of the School District.**
- a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
 - b. On or before April 1st, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.
10. **Late Applications**
- ~~a. The board of education shall not consent to any student optioning out of the school district when the option application is submitted after March 15 in the absence of good cause shown for the late application. If the superintendent believes that the applicant has demonstrated good cause for the late application, the superintendent conditionally approve the application. The board of education shall make a final determination regarding good cause and the application shall make a final determination regarding good cause and the application at the next scheduled meeting after the superintendent's conditional approval.~~
 - ~~b. The superintendent will grant conditional approval of late applications to option in the district under the following conditions:

 - ~~i. When the resident district has released the student;~~
 - ~~ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;~~~~

~~iii. The board of education will approve the late application at its next scheduled meeting after the superintendent's grant of conditional approval if the previous conditions of this subparagraph have been satisfied.~~

- c. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

11. Cancellation of Option.

Students who option either into or out of the school district shall:

- a. Attend the option school district until graduation or relocation in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district.
- b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

Adopted on: 12/14/2009
Revised on: 7/14/2014
Reviewed on: 3/14/2016

**Proposed Policy
Required Revision
(Two Options)**

**5004
Option Enrollment**

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for insuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. Resident School District Defined.** Resident school district shall mean the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

2. Persons Entitled to Apply for Option Enrollment of Students. Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. Duties, Entitlements and Rights of Option Students. Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

4. Standards for Acceptance or Rejection of Option Students.

- a. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, projected number of students with which the option school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.
- b. Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, declare a program, a class, or a school unavailable to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- c. Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:
 - i.** Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
 - ii.** Would require the procurement of new equipment, technology, or furnishings;

- iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
- iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
- v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

- d. The school district shall accept an option student with a disability only to the extent that the school district's then current staff and facilities are sufficient to accommodate the student's needs without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.
- e. The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
- f. If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
 - i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
 - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.

5. **False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.

6. **Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.

7. **Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.

8. **Procedure for Students Optioning Into or Out of the School District.**

- a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
- b. On or before April 1st, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

9. Late Applications and Requests for Release

- a.** The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:
 - i.** When the district has already entered into contracts with teaching staff for the following school year;
 - ii.** When the district has already contracted for the performance of specific services for the student;
 - iii.** When the release of the student would have a negative financial impact or loss of revenue for the district.
 - b.** The board of education will approve late applications to option into the district under the following conditions:
 - i.** When the resident district has released the student;
 - ii.** When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
- OR**
- b.** The board of education will deny all applications to option into the district that are received by the district after March 15 of the school year prior to the student's requested enrollment.
 - c.** The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

10. Students Who Do Not Need a Release from the Resident District

- a.** A student does not need to be released from his/her resident district under the following circumstances:
 - i.** When the student has relocated to a different resident school district after February 1
 - ii.** When a student's option school district merges with another district effective after February
- b.** The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. Cancellation of Option.

Students who option either into or out of the school district shall:

- a.** Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
- b.** Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year,

transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent.

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: _____

Revised on: _____

Reviewed on: _____

**Current Policy
Required Revisions**

**5016
Student Records**

The school district shall maintain student records and reports as are necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home and the like, and these items will not generally be maintained by the district.

Each building principal will assign responsibilities for the preparation and maintenance of pupil records and will establish rules and regulations regarding their storage and use in the building.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School administrators" include attorneys, members of law enforcement acting on behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: 6/14/2010

Revised on: 7/14/2014

Reviewed on: 3/14/2016

Proposed Policy
Required Revisions (3 options)

5016
Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district.

[OPTION 1] For purposes of the district's compliance with state and federal law, the district "maintains" only those student records which are reduced to paper or physical format and placed within a student's file in the district's central offices or in the file pertaining to the student's special education or Section 504 services. Records which can be printed in paper form must be printed in order to be "maintained." Other records such as video recordings, which constitute student records, must be reduced to a physical medium in order to be "maintained." For example, a video must be put on a compact disk or other compatible hardware and placed within the student's file to be "maintained."

[OPTION 2] For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is PowerSchool **[INSERT YOUR SYSTEM, E.G. POWERSCHOOL, INFINITE CAMPUS, ETC.]**

[OPTION 3] For purposes of the district's compliance with state and federal law, the district "maintains" as "student records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School administrators" include attorneys, members of law enforcement acting on behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose

education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: _____

Revised on: _____

Reviewed on: _____

**Current Policy
Required Revisions**

**5028
Initiations**

Initiations by classes, clubs, or athletic teams are prohibited except by permission of the administration. Hazing in connection with any school organization is absolutely prohibited. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Adopted on: 6/14/2010

Revised on: _____

Reviewed on: 3/14/2016

**Proposed Policy
Required Revisions**

**5028
Initiations and Hazing**

Initiations **and hazing** by members of classes, clubs, athletic teams, **or any other organization affiliated with the district** are prohibited **except as otherwise permitted by this policy**. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, **a lewd fondling or caressing of the body of another person**, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Adopted on: _____

Revised on: _____

Reviewed on: _____

**Current Policy
Required Revisions**

**5033
Student Driving and Parking**

Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school property is five miles per hour. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools.

Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

Adopted on: 6/14/2010

Revised on: 7/13/2015

Reviewed on: 3/14/2016

**Proposed Policy
Required Revisions**

**5033
Student Driving and Parking**

Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school property is **five** miles per hour. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools.

Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

Adopted on: _____

Revised on: _____

Reviewed on: _____

**Current Policy
Required Revisions**

5053

Self Management of Diabetes or Asthma/Anaphylaxis

Upon receiving the written request of a student's parent or guardian and ~~the written authorization by the student's physician,~~ the school district will work with the parent or guardian in consultation with ~~the physician~~ to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis (referred to herein as "medical condition").

The plan for a student with diabetes will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self management by an appropriately credentialed health care professional, and (d) be signed by the student's parent or guardian and the physician responsible for the student's medical condition.

The plan for a student with asthma or anaphylaxis will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self management by an appropriately credentialed health care professional, (d) include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student, (e) include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication, and (f) be signed by the student's parent or guardian and the physician responsible for the student's medical condition.

The plan will permit the students to self-manage his or her medical condition in any part of the school or on school grounds during any school-related activity, or in a private location. The parent or guardian of a student for whom such a medical management plan has been developed shall sign a statement acknowledging that (a) the school and its employees and agents are not liable for any injury or death arising from a student's self-management of his or her medical condition and (b) the parent or guardian will indemnify and hold harmless the school district and its employees and agents against any claim arising from a student's self management of his or her medical condition. The student's parent or guardian will be personally responsible for any and all costs associated with any injury to school personnel or another student resulting from the a diabetic student's misuse of necessary medical supplies.

The district may prohibit a student from possessing medical supplies for self-management and may establish other necessary and appropriate restrictions or conditions when the district determines that the student has endangered himself, herself, or others through misuse or threatened misuse of such medical supplies. The district will promptly notify the parent or guardian of any such prohibition, restriction, or condition.

Adopted on: 6/14/2010

Revised on: _____

Reviewed on: 4/11/2016

**Proposed Policy
Required Revisions**

5053

Self-Management of Diabetes or Asthma/Anaphylaxis

Upon receiving the written request of a student’s parent or guardian and the written medical authorization described in the applicable provisions below, , the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis (referred to herein as “medical condition”).

A student with diabetes must obtain written authorization to self-manage from the student’s physician. The plan for a student with diabetes will (a) identify the health care services the student may receive at school, (b) evaluate the student’s understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student’s self-management by an appropriately credentialed health care professional, and (d) be signed by the student’s parent or guardian and the physician responsible for the student’s medical condition.

A student with asthma or anaphylaxis must obtain written authorization to self-manage from the student’s physician or from the health care professional who prescribed the medication for treatment of the student’s condition. The plan for a student with asthma or anaphylaxis will (a) identify the health care services the student may receive at school, (b) evaluate the student’s understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student’s self-management by an appropriately credentialed health care professional, (d) include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student, (e) include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication, and (f) be signed by the student’s parent or guardian and the physician or other health care professional responsible for the student’s medical condition.

The plan will permit the students to self-manage his or her medical condition in any part of the school or on school grounds during any school-related activity, or in a private location. The parent or guardian of a student for whom such a medical management plan has been developed shall sign a statement acknowledging that (a) the school and its employees and agents are not liable for any injury or death arising from a student’s self-management of his or her medical condition and (b) the parent or guardian will indemnify and hold harmless the school district and its employees and agents against any claim arising from a student’s self-management of his or her medical condition. The student’s parent or guardian will be personally responsible for any and all costs associated with any injury to school personnel or another student resulting from the a student’s misuse of necessary medical supplies.

The district may prohibit a student who is self-managing his or her diabetic condition from possessing medical supplies for self-management and may establish other necessary and appropriate restrictions or conditions when the district determines that the student has endangered himself, herself, or others through misuse or threatened misuse of such medical supplies. The district will promptly notify the parent or guardian of any such prohibition, restriction, or condition.

The district may impose disciplinary consequences on a student with asthma or anaphylaxis who uses his or her prescription asthma or anaphylaxis medication other than prescribed. These disciplinary consequences shall not include limitations on the student’s access to necessary medication. The district will promptly notify the parent or guardian of any disciplinary action imposed.

Adopted on: _____
Revised on: _____
Reviewed on: _____

Current Policy
Required Revisions

5057
Parental Involvement In the Title I Program

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

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental Involvement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's participation: curriculum objectives, type and extent of participation, and evaluations of progress. This information may be included in the annual Title I Individual Education Plan (IEP) for the student.
3. Opportunities for parent training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference.
4. Communication to parents about student progress will be provided in the language used in the. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The District will coordinate and integrate parental involvement programs and activities with other community programs.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parental Involvement Policy, and the board shall either (1) alter the policy and adopt it as altered, or (2) reaffirm the policy, following a public hearing.

Adopted on: 6/14/2010
Revised on: 5/9/2016
Reviewed on: 5/9/2016

**Proposed Policy
Required Revisions**

**5057
Parental Involvement In the Title I Program**

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

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental Involvement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, type and extent of participation, parental input in educational decisions, coordination and integration with other district programs, and evaluations of progress. This information may be included in the annual Title I Individual Education Plan (IEP) for the student.
3. Opportunities for parent involvement activities, such as training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference. The goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, and parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parental Involvement Policy, and the Board will either (1) alter the policy and adopt it as altered, or (2) reaffirm the policy, following a public hearing.

Adopted on: _____
Revised on: _____
Reviewed on: _____

Current Policy
Recommended Revisions

5063
Recording Policy

Students are prohibited from making audio or video recordings on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event except as provided in this policy or as otherwise required by law.

Classroom Recordings. Students may make audio recordings of classroom lectures, discussions, or activities:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

~~Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students.~~

Non-classroom Recordings. Students may make audio or video recordings pursuant to this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws.

Adopted on: 6/11/2012

Revised on: _____

Reviewed on: 4/11/2016

Proposed Policy
Recommended Revisions

5063
Audio and Video Recording

~~Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator.~~

~~**Classroom Recordings by Staff.** Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. The district will not maintain the video recordings, and the recordings will only be available for the staff members to review for a limited time based on the district's then-current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.~~

Classroom Recordings by Students. Students are prohibited from making audio or video recordings on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event except as provided in this policy or as otherwise required by law.

Students may make audio or video recordings of classroom lectures, discussions, or activities:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;

- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

Non-classroom Recordings. Students may make audio or video recordings pursuant to this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws.

Adopted on: _____
 Revised on: _____
 Reviewed on: _____

**Delete Policy
 Required Action**

**6022
 Section 504 Grievance Procedure**

The school district will provide appropriate services to all children who qualify for them under Section 504 of the Rehabilitation Act of 1973.

1. Complaints concerning entitlement to student services under Section 504 should be filed with the school district's 504 Coordinator (coordinator). All complaints must be in writing and signed by the person making the complaint. The 504 Coordinator may be contacted at : Mr. Jerad Wulf, Elementary Principal, 802 Highland Street, PO Box 330, Wakefield, Nebraska 68784, (402) 287-9892
2. The coordinator will conduct an initial review of the complaint and attempt to effect a resolution. If the coordinator cannot resolve the complaint, the complaining party will be so advised in writing. In reviewing the complaint, the coordinator will meet with the complaining party, the complaining party's representative(s), and appropriate school district personnel including, but not limited to, the child's teacher(s) and school counselor.
3. If the coordinator does not resolve the complaint, the parties may agree to consult with a mediator from the Department of Education.
4. If the parties are unable to resolve the complaint through mediation, the party filing the complaint will be advised of the right to file the complaint with the Office of Civil Rights, U.S. Department of Education, Region VII, Kansas City, Missouri, or to initiate judicial remedies as permitted by law.
5. All meetings that the complaining party is to attend shall be scheduled at a time convenient to both the complaining party and the coordinator.

Adopted on: 7/12/2010
 Revised on: _____
 Reviewed on: 5/9/2016

Insert: "Intentionally Left Blank" See Policy 2006

**Current Policy
Required Revisions**

**6024
Student Discipline**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: work made up is not to exceed three days without administrator approval.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal

~~servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;~~

- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

- f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Adopted on: 6/14/2010
Revised on: 7/14/2014
Reviewed on: 5/9/2016

**Proposed Policy
Required Revisions**

**6024
STUDENT DISCIPLINE**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

5. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: work made up is not to exceed two days without administrator approval.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct is forbidden by Nebraska law, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;

- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

- 1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
- 2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

- c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
 6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

Adopted on: _____
 Revised on: _____
 Reviewed on: _____

Current Policy
Required Revisions

6027
Field Trips

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

1. **General Conditions**

All trips must be pre-approved by the teacher's building principal. ~~Field Trips, in state or out of state require Superintendent or designee approval.~~ Out of state overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

2. **Parental Permission**

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip.

3. **Supervision**

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage.

4. **Student Conduct**

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Adopted on: 7/12/2010
Revised on: 5/9/2016
Reviewed on: 5/9/2016

**Proposed Policy
Required Revisions**

**6027
Field Trips**

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

1. General Conditions

All trips must be pre-approved by the teacher's building principal. **Field Trips, in-state or out-of-state require Superintendent or designee approval. Out of state overnight trips require pre-approval by the board. Out of state and overnight trips require pre-approval by the board. Out of state overnight trips require pre-approval by the board.** The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

2. Parental Permission

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip. **Caregivers, as that term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.**

3. Supervision

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage.

4. Student Conduct

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Special Education Procedure Revisions NDE Revisions are Strongly Recommended

Special Education Procedures (Updated May 2016)

The following procedures describe the steps that the school district will generally follow in implementing certain portions of the Individuals with Disabilities in Education Act and Rules 51 and 52 of the Nebraska Department of Education (NDE). If any procedure described herein conflicts with or is inconsistent with state or federal laws or regulations, the law or regulation will control. *Nothing in the following procedures creates any enforceable right, educational entitlement or procedural protection that is separate from or in addition to the rights provided by state and federal law and regulation.*

Suspension and Expulsion Reporting (Rule 51 § 004.06E)

The school district shall report the incidences, duration, and count of removals, suspensions, and expulsions, and other disciplinary information of children receiving special education services required by 92 NAC 004.06E to the State electronically through the NDE website by June 30th of each year. The report will be disaggregated by race/ethnicity, gender, LEP status, and disability category. If disciplinary discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities, the school district shall review its policies, procedures, and practices related to the development and implementation of IEPs, the use of positive behavioral interventions and supports, and procedural safeguards to ensure that they comply with IDEA.

District-Wide Assessments (Rule 51 § 004.05B, § 004.05C, and § 004.05D)

Each student who has been verified under Rule 51 will participate in district-wide assessments in a manner that is appropriate for the student. Each student's IEP team will determine how the student will participate in district-wide assessments. The method of assessment will be recorded on the student's IEP. Alternate assessments will be administered at the same time that state and district-wide assessments are administered to the student's grade level peers. The school district shall report assessment results to parents, the public, and the Department with the same frequency and in the same detail as they report on the assessment of nondisabled children and/or as required by Rule 51.

Child Find Process (Rule 51 § 006.01A and Rule 52 § 006.01)

To identify, locate and evaluate children residing within the geographic boundaries of the school district who may qualify for special education (including homeless children and wards of the State), the school district will take the following practical steps:

- a) announce in mailings sent to families with school-aged children at least annually that the school district will identify and verify children at no charge for possible disabilities;
- b) include information about the identification and verification of children for possible disabilities at no charge in mailings sent to patrons, homeless shelters, and Health and Human Service offices located in the school district at least annually; and
- c) accept referrals for evaluation directly from parents, school personnel, and other state and regional agencies.

Student Assistance Teams (Rule 51 § 006.01B)

The school district will use student assistance teams to develop individualized programs of support for students who may be experiencing difficulties in school. The school district will generally work to assist a student through the SAT process prior to evaluating the student for possible verification under Section 504 of the Rehabilitation Act or Rule 51 of the Nebraska Department of Education.

The SAT will be an ad hoc group created around a student, and will generally include building staff with expertise in the specific content area(s) identified as problematic for the student. The SAT may also involve other interested or relevant staff and may, but is not required to, include the student's parent.

The team will review the strengths and interests that are unique to the student and determine the academic or social challenges the student is facing at school. The team will then develop ideas and strategies that may help the student be more successful in school.

If the SAT determines that appropriate general education interventions have been attempted without success, it will consider evaluating the student for eligibility under Section 504 of the Rehabilitation Act or referring the student to the multidisciplinary team for evaluation pursuant to Rule 51.

Multidisciplinary Evaluation Team (Rule 51, § 006.03 and Rule 52 § 006.09)

The school district will appoint a Multidisciplinary Evaluation Team (MDT) which will be responsible for making all verification decisions pursuant to the qualification criteria in Rule 51 of the Nebraska Department of Education. The MDT will analyze, assess, and document the needs of each student, and the MDT's compiled information will be used on the Individual Family Service Plan (IFSP) or Individualized Education Plan (IEP) if the MDT determines that the student qualifies for special education.

The MDT will not base a student's verification upon 1) lack of appropriate instruction in reading as contemplated in Section 614(a)(5)(A) of the Individuals with Disabilities Education Act of 2004, 2) lack of instruction in math, or 3) limited English proficiency.

If a nonpublic school student qualifies for the school district's special education program, an administrator or other designated representative of the student's nonpublic school shall be appointed as a member of the student's MDT.

Review of Existing Evaluation Data (Rule 51, § 006.06)

For initial evaluations and reevaluations, the IEP team and other qualified professionals will review all existing educational assessments as well as parental, classroom and other relevant observations in determining whether:

- a) the student is a student with a disability or continues to be a student with a disability qualifying for special education;
- b) a student with a disability needs or continues to need special education services; and
- c) a student with a disability needs additional or modified special education to meet the goals of the student's IEP or the general goals of the school district's curriculum.

Independent Education Evaluation (Rule 51 § 006.07)

When a student's parent requests an independent education evaluation, the student's case manager or the district's special education director will respond in writing without unnecessary delay that (1) the school district will initiate a hearing under 92 NAC 55 to show that its evaluation is appropriate OR (2) an independent educational evaluation will be provided at public expense. The written response will (1) include a copy of the board's policy on IEEs and (2) if appropriate, identify at least one qualified individual who meets the policy's criteria within the geographic area.

IEP Meetings (Rule 51 § 007.09A–C, G-H)

Each student's IEP team will meet initially to develop the student's IEP within 30 calendar days of

the determination that the student qualifies for special education. Thereafter, each IEP team will meet at least once annually to determine whether the annual goals of the student's IEP are being achieved. The student's IEP team will also ensure that the student's IEP is in effect at the beginning of each school year. The school district will encourage the consolidation of reevaluation meetings with other IEP Team meetings to the extent possible. The school district and parents may agree to meeting participation by video conference, conference call, or other electronic or alternative means.

Pre-Meeting Procedures. Staff members may engage in activities such as researching placements and service options, preparing draft IEP documents, writing reports, creating charts, and comparing student makeup of various program settings prior to and in preparation for IEP team meetings. Actual IEP and placement decisions, however, will not be made until concerns and input of parents and other members of the IEP team are received and considered at an IEP meeting. Although staff members may consider possible service and placement options and form opinions about them outside of an IEP meeting, no final decision will be made before full consideration of all data and input from all team members at an IEP team meeting. The school district has no policy of refusing to consider or use any particular service, program, or placement option.

IEP Distribution to Parents (Rule 51 § 007.09D, F)

A copy of the IEP will be provided to the parent at no cost. If the IEP is amended, the parent will be provided with a revised copy of the IEP with the amendments incorporated upon request.

IEP Modification by Written Amendment (Rule 51 § 007.09E)

The school district and the parent may agree to change a student's IEP after the annual IEP meeting without convening another IEP meeting by written amendment.

Distribution of IEP information to staff (Rule 51 § 007.02C, § 007.02D, and § 007.09E1)

The case manager for each student with an IEP will provide the staff assigned to work with that student with information about the student's disabling conditions, the modifications and accommodations called for in the student's IEP. The case manager will also inform relevant staff of any subsequent changes made to the student's IEP. This information may be provided by: giving staff members a copy of the student's IEP; giving staff members a copy of the accommodations page of the student's IEP; or using any other method reasonably calculated to communicate relevant information to the responsible staff member(s).

Early Intervention Transition (Rule 51 § 005.03, Rule 52 § 008)

The school district shall ensure that students participating in early intervention services experience a smooth and effective transition to preschool programs and/or services provided under Part B of IDEA by following the procedures described in 92 NAC 52-008.

Least Restrictive Environment (Rule 51 § 008.01A)

The school district will assure that, whenever possible, all students with disabilities are educated in the same manner and in the same environment as students without disabilities by using supplementary aids and services. A student with a disability or disabilities will be removed from the regular educational environment and given special services and classes *only* when the nature of the disability does not allow for the satisfactory education of the student in regular classes.

Referral Procedures for Infants and Toddlers (Rule 52 § 006.01-006.03)

The school district will make a referral for a child under the age of three to the agency responsible for providing services coordination in the Planning Region as soon as possible but in no case later than seven (7) days after becoming aware of the infant's or toddler's potential eligibility for early

intervention services. A child under the age of three who is the subject of a substantiated case of child abuse or neglect; or is identified as directly affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure must be referred to the Early Intervention Program (the agency responsible for providing services coordination in the Planning Region).

Except as otherwise allowed by law or regulation (see Rule 52 § 006.02B), the school district must complete the screening; complete the initial evaluation and assessments; and participate in the initial individualized family service plan (IFSP) within 45 calendar days from the date of referral.

Written Notice of Change (Rule 51 § 009.05A-D)

The school district will provide the parents of a student with a disability with prior written notice within a reasonable time before the school district either proposes or refuses to make a change to the student's identification, evaluation, or educational placement, or the provision of a free appropriate public education. The written notice will comply with sections 009.05B-D of Rule 51 of the Nebraska Department of Education.

Procedural Safeguard Notice (Rule 51 § 009.06A-D)

A copy of the procedural safeguards will be given by the school district one time per school year. A copy shall also be given to the parent upon: a) initial referral or parental request for evaluation, b) upon request by a parent, c) upon receipt by the school district of the first occurrence of the filing of a complaint under section 009.11 of Rule 51, d) the first occurrence of filing a special education due process case under Rule 55, and e) in accordance with the discipline procedures in section 016 of Rule 51. The notice shall include a full explanation of all procedural safeguards in compliance with section 009.06B of Rule 51. The notice shall be written in English and provided in the native language of the parent as required by sections 009.05C-D of Rule 51.

Informed Parental Consent (Rule 51 § 009.08)

The school district will obtain informed parental consent before: a) conducting an initial evaluation to determine if a child qualifies as a child with a disability, b) conducting a reevaluation, c) initial placement of a child with disabilities in a program providing special education and related services or early intervention services, d) accessing a child's or parent's public benefits or insurance for the first time (and after providing notification to the child's parents consistent with 92 NAC 51-009.90A2); and e) accessing a child's or parent's private insurance proceeds (each time).

Appointment of Surrogate For Student (Rule 51 § 009.10B)

The school district shall ensure that the rights of students with disabilities are protected by informing the members of the student's IEP team whenever (1) a parent cannot be identified, (2) a parent(s), legal guardian or individual acting *in loco parentis* for the student cannot be located, (3) the child is an unaccompanied homeless youth, or (4) the child is a ward of the State or court, The team will then hold a meeting to discuss and consider whether the school district must appoint a surrogate to participate on the IEP team and fulfill the role of the student's parent. The team will select a community member who qualifies according to the criteria provided in Rule 51.

Personnel Standards (Rule 51 § 010)

The school district shall ensure that all personnel are appropriately and adequately trained and prepared to provide special education and related services to children with disabilities as required by law including but not limited to Section 2122 of the Elementary and Secondary Education Act of 1965, Rule 51, and IDEA. The school district shall ensure that its recruits, hires, trains, and retains such personnel by doing the following:

- 1) Advertising for only qualified candidates.
- 2) Verifying that all personnel hold the required certificate, license, registration, or other credentials and training during the interview process or prior to employment.
- 3) Verifying that all personnel maintain the required certificate, license, registration, or other credentials and training during employment.
- 4) Providing continuing education opportunities and training programs.
- 5) Evaluating personnel performance for compliance with federal and state law and regulations and school district standards and policies.

Contracted Programs (Rule 51 § 013.02)

The school district shall be responsible for the development and maintenance of the IEP and the participation in all IEP meetings and shall assure that IEP meetings are arranged with the contracted program and the parents. Such arrangements may include meetings with the contracted program, the school district, and the parent. Meetings may occur within the district, at the contracted program site, or another site if more appropriate.

Transportation (Rule 51 § 014)

The school district shall provide transportation or transportation services to special education students who qualify for it under law as provided in NEB. REV. STAT. 79-1129, Rule 51, and IDEA. This may include paying mileage reimbursement to parents, transporting children with school district vehicles, contracting with a transportation company, or using any other method that is proper and necessary to transport students. Transportation eligibility will be determined by the student's IEP Team. The plan for transportation for the student shall be part of the IEP if required by law.

Children Placed In or Referred To a Nonpublic School or Facility by the School District or Approved Cooperative As a Means of Providing Special Education and Related Services (Rule 51 § 015.01)

A special education student may be placed in a nonpublic school or facility, if the student's IEP team develops an IEP for the child in accordance with Section 007 that places the student in the nonpublic school or facility. If a student's IEP team determines that the student will be placed in a nonpublic school or facility, the school district will ensure that the student is provided special education and related services in conformance with the provisions of Rule 51 at no cost to the student or parents. The school district will be responsible for initiating and conducting IEP meetings after the student has been placed in the nonpublic school or facility and will insure that both the parents and representatives from the nonpublic school or facility are involved in any decision about the child's IEP and agree to any proposed changes in the IEP before those changes are implemented.

Children Placed In a Nonpublic School by Parents As a Means of Obtaining Special Education and Related Services; FAPE is At Issue (Rule 51 § 015.02)

The school district will not pay for the cost of education, including special education and related services, of a child with a disability at a nonpublic school or facility if the school made FAPE available to the child and the parents elected to place the child in a nonpublic school or facility as a means of obtaining special education and related services. However, the school district will include that child in the population whose needs are addressed consistent with Rule 51. Disagreements between a parent and the school district regarding the availability of a program appropriate for the child, and the question of financial reimbursement, are subject to the due process procedures of Rule 55 of the Nebraska Department of Education.

Working with Nonpublic Schools within the Boundaries of the District (Rule 51 § 015.03B and §

015.03D1a)

The school district will provide written information to each non-public school within its geographic boundaries that the public school will identify and verify children for possible disabilities at no charge. This communication will also inform the non-public school officials, staff and parents about the availability of equitable services for students with disabilities who attend non-public schools that are not within the geographic boundaries of the district.

A student who attends a nonpublic school may participate in the school district's special education program to receive FAPE provided that (1) the student has been verified pursuant to Rule 51 and (2) the student is a resident of the school district as defined by NEB REV. STAT. § 79-215. The student's IEP team will determine the physical location where the student will receive services and will consider whether it is necessary for the student to be transported to the service location. A non-resident student who attends a nonpublic school within the geographic boundaries of the district may receive equitable services if the student has been verified pursuant to Rule 51.

Disagreement between parents and the school district over whether or not the school district has a program available to serve the needs of a special education student, including claims for tuition reimbursement by parents, are subject to the appeal procedures established in Rule 55.

Overidentification and Disproportionality (34 CFR 300.173)

The school district shall take affirmative steps to prevent the inappropriate overidentification or disproportionate representation by race and ethnicity of children as children with disabilities, including children with disabilities with a particular impairment described in 34 C.F.R. §300.8. These steps shall include, but not necessarily be limited to:

- Providing staff with technical assistance, professional development, and other educational opportunities;
- Collecting, examining, and reporting data;
- Monitoring, assessing, and providing continuous improvement activities;
- Reviewing school district policies, procedures, and practices.

The school district shall collect and examine data to determine if significant disproportionality based on race and ethnicity is occurring with respect to:

- The identification of children with disabilities, including the identification of children as children with disabilities in accordance with a particular impairment described in 34 C.F.R. §300.8;
- The placement in particular educational settings of these children; and
- The incidence, duration, and type of disciplinary actions, including suspensions and expulsions.

The school district will review and analyze the data and any other applicable indicators or information that is needed to adequately measure overidentification and disproportionate representation. In the event that the available information demonstrates inappropriate overidentification or disproportionate representation by race and ethnicity of children as children with disabilities, the school district shall correct the matter as soon as practicable, but in no case later than any time period required by law.

Prohibition on Mandatory Medication (34 CFR 300.174)

State and school district personnel shall not require parents to obtain a prescription for substances

identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 U.S.C. 812(c)) for a child as a condition of attending school, receiving an evaluation under sections 300.300 through 300.311, or receiving services authorized under IDEA.

Access to Instructional Materials (Rule 51 § 004.15)

The school district may contract with the National Instructional Materials Access Center (NIMAC) when purchasing print instructional materials and/or assures the Nebraska Department of Education that it will provide such materials to children with blindness or other children with print disabilities at the same time as other children.

Full Education Opportunity Goal and Program Options (Rule 51 § 004.11A, 34 CFR 300.109, 34 CFR 300.110)

The school district provides full educational opportunities to all children with disabilities aged birth to 21. The school district does this, in part, by:

- Offering and providing a free appropriate public education (FAPE), including special education and related services, and complying with all state and federal special education laws and regulations;
- Making available to children with disabilities a variety of educational programs and services that are available to nondisabled children including, but not necessarily limited to, art, music, industrial arts, consumer and homemaking education, and vocational education
- Working collaboratively with parents, teachers, guidance counselors, other school staff members, community agencies, educational service units, and other school districts to review and/or offer appropriate course offerings and other educational opportunities;
- Providing supplementary aids, services, and other effective supports determined appropriate and necessary by the child's IEP Team, to ensure that students have an equal opportunity to participate in academic, nonacademic, and extracurricular services and activities;
- Collecting and examining data; and
- Staff development activities

The timetable for accomplishing this goal is immediate and ongoing. The school district accomplishes this goal by taking the above steps on a regular, scheduled, and ongoing basis as well as on an unplanned basis when the need arises for each individual student.

Parent Refusal to Consent Under Rule 52 (Rule 52 § 009.02K3)

If a parent refuses to provide consent under Rule 52, the school district may:

- Hold a meeting with the parent(s) to explain how the parent's failure to consent affects the ability of their child to receive early intervention services;
- Provide the parents with written information regarding early intervention services;
- Provide referrals to other agencies, if appropriate; and
- Take other actions or make such other efforts as the school district deems appropriate.

Nothing in these procedures shall override a parent's right to refuse to consent under section 009.03A of Rule 52.

Surrogate Parents (Rule 51 § 009.10)

Surrogate parents shall be appointed when required or allowed by Rule 51 or IDEA. If the district identifies students who may be in need of a surrogate parent, the district will:

1. Attempt to identify and locate the parent;

2. Investigate the legal status of those student(s); and
3. If after a reasonable effort, the parents cannot be located, the school district shall ensure that the rights of students with disabilities are protected by appointing a surrogate.
4. Surrogates will be provided sufficient training to assure they are knowledgeable as to the legal rights and educational needs of the student they are to represent. Training will be conducted as needed.
5. Surrogates will be appointed by the director of special education following documentation that no conflict of interest exists and completion of appropriate training or assurance that the surrogate is knowledgeable in order to represent the student.
6. Surrogates will be monitored on a regular basis to ensure effective performance. Should a surrogate be unable or unwilling to discharge his or her duties, a new surrogate will be appointed by the director.
7. The surrogate parent shall continue to represent the student until one of the following occurs:
 - a. The student is determined to no longer be eligible for, or in need of, special education or related services except when termination from such programs is being contested;
 - b. The parent, who was previously unknown, or whose whereabouts were previously unknown or a guardian or person acting as the student's parents becomes known; and/or,
 - c. It is determined that the appointed surrogate parent no longer adequately represents the student.
 - d. The surrogate parent's term has expired.

**Option Enrollment Resolution
Coincides with Policy 5004 Option Enrollment**

**RESOLUTION ON SCHOOL DISTRICT STANDARDS FOR ACCEPTANCE
OR REJECTION OF OPTION ENROLLMENT APPLICATIONS**

WHEREAS, Wakefield Public Schools is committed to providing an education of high quality to its students in an economically efficient manner; and

WHEREAS, the school district’s faculty, facilities, and equipment can serve only a limited number of students effectively; and

WHEREAS, the Wakefield Board of Education, in consultation with the administration, has reviewed the school district’s faculty, facilities, equipment, interdisciplinary efforts and interrelationships of grades, subjects, and faculty; and has determined the maximum number of students it can serve effectively at any given grade level and in total;

NOW, THEREFORE BE IT RESOLVED that the board adopts the following standards for acceptance or rejection of option enrollment applications:

Numeric Capacity. The capacity in the following grade levels, programs, classes, and/or school buildings is as follows:

[NOTE TO BE DELETED: YOU MAY SET NUMERIC CAPACITY BY ESTABLISHING THE MAXIMUM NUMBER OF STUDENTS FOR EACH PROGRAM, CLASS, GRADE LEVEL, OR BUILDING. YOU MAY ALSO SET NUMERIC CAPACITY BY DECLARING THE NUMBER OF OPTION STUDENTS YOU WILL ACCEPT INTO ANY PROGRAM, CLASS, GRADE LEVEL, OR BUILDING. IF YOU ELECT THE SECOND APPROACH, YOU SHOULD CHANGE THE LIST BELOW TO REFLECT THE NUMBER OF OPTION STUDENTS YOU WILL ACCEPT INSTEAD OF THE CAPACITY OF EACH SUCH PROGRAM, CLASS, GRADE LEVEL, OR BUILDING.]

- Each grade level in grades Kindergarten through 3: 20 students /class
- Each grade level in grades 4 through 6: 25 students/class
- Each grade level in grades 7 through 8: 50 students
- Each grade level in grades 9 through 12: 50 students
- Students in special education programs requiring specific academic and behavioral support: 5% of total student population
- Other: _____

Total enrollment for the school district: 520/610 students.

~~**Programmatic Capacity.** The board declares the following grade levels,~~

programs, classes, and school buildings to be at capacity such that no option applications into any of the following will be accepted: _____

Other Standards. The school district shall not accept an option student when acceptance of the student:

- (a) Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
- (b) Would require the procurement of new equipment, technology, or furnishings;
- (c) Would cause or require the rearrangement of caseloads for staff and contracted professionals;
- (d) Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
- (e) May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

After the above resolution was read, board member _____ moved for passage of the motion. Board member _____ seconded the motion. After discussion, and on roll call vote, the following members voted in favor of the motion: _____.

The following members voted against the motion: _____.

The following members did not vote: _____.

Having been consented to by a majority of the voting members, the board president declared the motion to have been passed and adopted.

Dated this ____ day of _____, 201__.

President, Board of Education

**Form for Policy 3014
Facility Use/Rental**

**Wakefield Public Schools
Facility Use Application**

Applicant Name ("Applicant"): _____
Organization Name ("Organization"), if applicable: _____
Applicant's Position within Organization: _____
Address: _____
Phone Number: _____ Email: _____
Description of Requested Use: _____

Is your organization a registered 501(c)(3) or other nonprofit? Yes No
Date of Requested Use: _____ Time of Requested Use: _____ to _____
Facility/Room Request, if preferred: _____
Expected Number of Attendees: _____

Check any of the following needs which apply to your request. Note that the district may deem additional services necessary and may require the Applicant/Organization to pay for such services as a condition of use:

- Custodial (set up, tear down, sanitation)
- Kitchen/Kitchen Staff (cooking, food service, clean up)
- Technology Assistance (sound, lighting, presentation)

Liability Insurance, check applicable:

- I/we have coverage of \$1 million per occurrence and \$5 million aggregate
- I/we have other coverage: _____
- I/we have no insurance coverage

- Terms and Conditions of Use:
1. All users must comply with the school board's facility use and other policies, rules, and regulations. A copy of the board's facility use policy is available upon request.
 2. The facilities are closed from 10 PM to 7 AM and may not be used during those hours.
 3. The user(s) named above and the individual(s) signing on behalf of the User agree to defend, indemnify, and hold harmless the school district, its employees and agents for any expense, cost, loss, damage, claim, judgment or claims bill incurred or rendered against same, including attorneys' fees and investigation expenses (pre-suit, suit, trial, appeal, and post appeal proceedings) on account of any intentional or negligent acts or omissions of the user or its employees, agents or servants, or any intentional or negligent acts or omissions of the district or its employees, agents or servants arising out of the use of any facility under this agreement.
 4. All non-governmental users may be required to provide a certificate of insurance and/or name the district as an additional insured and provide

documentation evidencing general liability coverage under an occurrence basis policy, with minimum limits of \$1,000,000.00 per occurrence and \$5,000,000.00 aggregate, combined single limit covering bodily injury, property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractual liability. There shall be no exclusions for contracted liability. All governmental users shall provide evidence of insurance or self-insurance to the limits set forth in NEB. REV. STAT. § 13-926.

5. All users are subject to the fee schedule established by the school board, and all Applicants by signing below verify that they have authority to sign this application on behalf of the listed Organization, and all individuals and agents of organizations certify that they have financial means and authorization to pay for the required fees and deposits, if any.

Applicant's Signature: _____

Date: _____

For District Use Only

Application

- Denied
- Approved, subject to the following

Insurance

- User has provided sufficient proof of insurance.
- User must obtain proof of insurance and list district as additional insured.
- Insurance requirements are waived.

Additional Services Requested/Required

- Custodial: \$ _____
- Kitchen: \$ _____
- Technology: \$ _____
- None

Total Fee Required to Grant Use: \$ _____

**Form for Policy 3014
Regular Users of Facilities**

**Wakefield Public Schools
Usage Application and Agreement**

Pursuant to Wakefield Public Schools (“District”) board policy, the district permits patrons to use certain district facilities on an individual, non-commercial basis upon only one application and upon signing a release, waiver, and agreement. These facilities include: weight room, track, and Activity Center (collectively, the “facilities”). All other facility uses must be approved pursuant to the District’s facility use policies and practices.

Applicant Last Name First Name Middle Initial

Street Address City State Zip

Birth date: _____ Home Phone: _____

Work Phone: _____ Cell: _____

Name of Emergency Contact: _____

- Home Phone: _____ Work : _____ Cell: _____
- Relationship of Emergency Contact: _____
- Email of Emergency Contact: _____

Key # _____

Rules and Regulations: By signing this Agreement, you acknowledge that the District may establish rules and regulations governing the conduct of guests using the facilities, and you agree to follow them. These include but are not limited to hours of availability, limitations on use of amenities and/or equipment, and limitation of access upon no notice to the Applicant.

Services and Access: The District agrees to provide you with use of the facilities and equipment available in the facilities. The District reserves the right to add or delete services, amenities, and hours. ~~You will be provided a key to access the facilities. The annual cost for the key and access is \$_____.~~

Superior Interest in Usage. The primary use of the facilities is for District students and programs. The District reserves the right to close the facilities, in whole or any part, to outside use at any time and without notice to Applicant when, in the judgment of the District, it will benefit the students and programs of the District.

Compliance with Laws: In performing under this Agreement, all applicable governmental laws, regulations, orders, and other rules of duly-constituted authority will be followed and complied

with in all respects by both parties. The Applicant understands this may limit access to the facilities with no notice provided to the Applicant.

Video Monitoring and Other Security Measures. The District uses security measures such as video cameras on its property and makes recordings as part of its security processes. Video cameras may be used in locations deemed appropriate by the District. The Applicant consents to these security measures.

RELEASE, WAIVER AND INDEMNIFICATION OF CLAIMS FOR USE OF THE SCHOOL DISTRICT'S FITNESS CENTER

I, the undersigned, have read this release and understand all its terms. I execute it voluntarily and with full knowledge of its significance. I UNDERSTAND THAT IT CONTAINS A RELEASE OF LIABILITY AND AN INDEMNIFICATION.

Declaration. I do hereby declare myself to be physically sound and suffering from no condition, impairment, or other illness that would prevent my safe participation or use of the facilities and equipment. I do further hereby acknowledge that I must obtain a Physician's approval for my participation in activities at the facilities, including the use of equipment. I acknowledge that I have either had a physical examination and have been given my Physician's permission to participate, OR that I have decided to utilize the facilities without the approval of a Physician and do hereby assume all responsibilities.

Acknowledgment of Risks. I understand and agree that fitness activities, equipment, and amenities available at the facilities may be strenuous and/or hazardous and I should contact a healthcare professional or doctor before beginning any activities. **I am voluntarily participating in these activities and using the facilities and equipment with full knowledge of the dangers involved.** I understand the risks associated with weight lifting and other available exercise amenities in the facilities, including cardiovascular and other fitness activities, and that those risks include, but are not limited to, the possibility of muscle strain, broken bones, back injury or head injury, which may be severe in nature and which could result in paralysis or even death. **I hereby agree to expressly and voluntarily assume and accept any and all risks of injury or death related to these activities.**

Release, Waiver and Indemnification. In consideration of permission granted by the District to use the District's facilities, and in the addition to any payment of any fees or charges, I do hereby waive, release and forever discharge the District, its board of education, officers, agents and employees from all actions, causes of action, damages, claims or demands that we, our heirs, executors, administrators, or assigns may have against the District and the parties named above for all personal injuries or loss of property which I incur by using the facilities and equipment or that otherwise result from my participation in any activities, whether such injuries are caused by my negligence or the negligence of the District or any of its employees, representatives, or volunteers. I agree to indemnify the District, its board of education, officers, agents, and employees and to pay for any costs, attorney fees, or awards that may result from resisting any complaint or lawsuit which I may bring against the above-named parties for any injury or loss I claim to have suffered.

Responsibility for Supervision. I understand that the facilities will be available to me only during hours designated by the administration, and that I am responsible for my own use of facilities and equipment at all times. I will inspect the facilities and equipment upon each visit before using any equipment. The District provides no training, supervision, or assistance.

Compliance with Rules. I agree to abide by all District rules, regulations, and policies now in force or that may be adopted in the future, and all directives given to me pertaining to the use of the fitness center.

THIS DOCUMENT CONTAINS A RELEASE, A WAIVER AND AN INDEMNIFICATION. READ IT CAREFULLY BEFORE SIGNING IT.

Clearly PRINT the following information:

Name: _____ Age: _____

Date: _____

Signature: _____

PARENT OR GUARDIAN IF USER IS UNDER AGE 19:

We, the undersigned, have read this Application and Release and understand all its terms. We execute it voluntarily and with full knowledge of its significance. WE UNDERSTAND THAT IT CONTAINS A RELEASE OF LIABILITY AND AN INDEMNIFICATION FOR OURSELVES AND OUR CHILD.

Clearly PRINT the following information:

Child's Name: _____ Child's Birthdate: _____

Father's Name: _____

Mother's Name: _____

Father's Signature: _____ Date: _____

Mother's Signature: _____ Date: _____

**Medical Release Form
Recommended**

**EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR
SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)**

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck “sucked in”)
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

- Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives
- Abdominal: pain, nausea and vomiting, diarrhea
- Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- Mental status: apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer medications (EpiPen and albuterol) per standing order
5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible

8. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer an IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds
- Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat times two, back-to-back
- Administer CPR, if indicated

(PHYSICIAN)

(DATE)