

Board of Education Regular Meeting  
Monday, June 13, 2016 12:00 PM  
Shelby-Rising City School Middle School  
650 N. Walnut  
Shelby, NE 68662-0218

1. Call to Order
2. Pledge of Allegiance
3. Announce Open Meeting Act Posting and Location
4. Recognition of Visitors & Public Comment  
During this time visitors may request to the board the opportunity to speak at the appropriate time. Each speaker will be limited to 5 minutes and all public comments to 30 minutes.
5. Approval of Agenda
6. Consent Agenda
  - 6.1. Minutes
  - 6.2. Treasurers Report
7. Administrative Reports
  - 7.1. Athletic Director/Activities Director Report
  - 7.2. Elementary Principals Report
  - 7.3. Middle School Principals Report
  - 7.4. High School Principals Report
  - 7.5. Superintendents Report
8. District Reports
  - 8.1. Technology Report
  - 8.2. Maintenance/Facilities/Transportation Report
  - 8.3. Board/Committee Report

9. Discussion Items

10. Action Items

10.1. Discuss and take necessary action on ASI #4 #5

10.2. Discuss and take action on inter-local library agreement

10.3. Discuss and take action on Ash Street agreement

10.4. Discuss and take necessary action on playground bid

10.5. Discuss and take necessary action on Chromebook purchase

10.6. Discuss and take necessary action on the bleacher expansion bid

10.7. Discuss and take necessary action on the 2016-2017 Student Handbook

11. Set Dates

12. Adjournment

## **Notice of Meeting**

Notice is hereby given that a meeting of the Board of Education of the School District of Shelby-Rising City, in the Counties of Polk and Butler, in the State of Nebraska,

Shelby-Rising City School District No. 32 of Polk County, Nebraska, will be held at

**12:00p.m.** on the **13th** day of **June, 2016**, at **Shelby-Rising City Middle**

**School**, which meeting will be open to the public. An agenda for such meeting, kept

continuously current, is available for public inspection at the office of the Superintendent.

**Chip Kay, Superintendent**

## **Notice of Meeting**

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**Chip Kay, Superintendent**

**Board of Education Regular Meeting**  
Shelby-Rising City School Band Room

DRAFT OF MEETING MINUTES FOR May 12, 2016 SCHOOL BOARD MEETING

**Attendance Taken at 8:00 PM:**

Present Board Members:

Mrs. Jennifer Belt  
Roy Houdersheldt  
Jeff Kuhnel  
Geoffrey Ruth  
Heath Vrbka  
Chris Whitmore

**I. Call to Order**

**Motion Passed:** Call Meeting to Order at 8:00PM passed with a motion by Jeff Kuhnel and a second by Geoffrey Ruth.

Mrs. Jennifer Belt	Yes
Roy Houdersheldt	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

**II. Pledge of Allegiance**

**III. Announce Open Meeting Act Posting and Location**

**IV. Recognition of Visitors & Public Comments**

Discussion:

A presentation was given by a group of teachers who attended the NETA conference about some of the professional development items they learned about.

**V. Approval of Agenda**

**Motion Passed:** Motion to approve agenda as presented passed with a motion by Heath Vrbka and a second by Mrs. Jennifer Belt.

Mrs. Jennifer Belt	Yes
Roy Houdersheldt	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

**VI. Consent Agenda**

**Motion Passed:** Motion to approve Consent Agenda with changes to the April Minutes passed with a motion by Chris Whitmore and a second by Roy Houdersheldt.

Mrs. Jennifer Belt	Yes
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Roy Houdersheldt	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

**VI.A. Minutes**

Discussion:

Amend the minutes to reflect that Jeff Kuhnel made a motion to excuse Jennifer Belt at the April Meeting, which was seconded by Roy Houdersheldt and approve with a vote of 5-0-1

**VI.B. Treasurers Report**

**VII. Administrative Reports**

**VII.A. Athletic Director/Activities Director Report**

**VII.B. Elementary Principals Report**

**VII.C. Middle School Principals Report**

**VII.D. High School Principals Report**

**VII.E. Superintendents Report**

**VIII. District Reports**

**VIII.A. Technology Report**

**VIII.B. Maintenance/Facilities/Transportation Report**

**VIII.C. Board/Committee Report**

**IX. Action Items**

**IX.A. Discuss and take action on Certified Staff Resignation(s)**

**Motion Passed:** Motion to accept the resignation of Josh Cooley and thank him for his two years of service to the district. passed with a motion by Roy Houdersheldt and a second by Chris Whitmore.

Mrs. Jennifer Belt	Yes
Roy Houdersheldt	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

**IX.B. Discuss and take action on new Certificated Staff Contract(s)**

**Motion Passed:** Motion to approve the Certificated Staff Contract for the 2016-2017 school year for Mr. Aaron Mathis, Mr. Austin Carmichael, and Ms. Aundrea Morner. passed with a motion by Mrs. Jennifer Belt and a second by Heath Vrbka.

Mrs. Jennifer Belt	Yes
Roy Houdersheldt	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

**IX.C. Discuss and take action on 2016-2017 SPED Contracted Services**

**Motion Passed:** Motion to allow the Superintendent to execute SPED Contracted Services for the 2016-2017 School year. passed with a motion by Heath Vrbka and a second by Roy Houdersheldt.

Mrs. Jennifer Belt	Yes
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Roy Houdersheldt	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

**IX.D. Discuss and take action on fuel tank inspection and excavation bid**

**Motion Passed:** Motion to approve the bid of \$7617 for the removal of the fuel tank on the north side of the building. passed with a motion by Mrs. Jennifer Belt and a second by Roy Houdersheldt.

Mrs. Jennifer Belt	Yes
Roy Houdersheldt	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

**IX.E. Discuss and take action on the adoption of new K-5 Math Series**

**Motion Passed:** Motion to accept the new K-5 Math Series. passed with a motion by Chris Whitmore and a second by Heath Vrbka.

Mrs. Jennifer Belt	Yes
Roy Houdersheldt	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

**IX.F. Approve sale of surplus bus to high bid**

**Motion Passed:** Motion to approve the sale of the surplus 98B bus to Shelby Auto Clinic for \$500. passed with a motion by Roy Houdersheldt and a second by Mrs. Jennifer Belt.

Mrs. Jennifer Belt	Yes
Roy Houdersheldt	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

**X. Set Dates**

Discussion:

June Board of Education Meeting:

June 13th, at 12:00PM in Rising City

**XI. Adjournment**

**GEOFF RUTH**

School Board Secretary

**Board of Education**  
**Shelby-Rising City Public Schools**  
**Regular Meeting**

**June 13, 2016**

**12:00 p.m.**

<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
<b>Checking</b>	<b>1</b>	<b>Fund: 01 GENERAL FUND</b>
34621	A&B GRILL 'N BAR	96.00
34622	AdvancED	825.00
34623	AMAZON	77.08
34624	BIRCH TELECOM	139.51
34625	BLACK HILLS ENERGY	440.33
34626	BOYS TOWN	3,849.16
34627	BRAASCH, JANICE	797.50
34628	BUTLER PUBLIC POWER DISTRICT	920.93
34629	CAPITAL ONE	126.61
34630	CDW-GOVERNMENT	48.25
34631	CENTRAL NEBRASKA REHABILITATION SERVICES	4,113.03
34632	CENTRAL VALLEY AG	491.66
34633	COLUMBUS PUBLIC SCHOOL	2,501.00
34634	COLUMBUS TELEGRAM	110.74
34635	CONSTELLATION ENERGY	1,100.43
34636	CUBBYS CORPORATE OFFICE	1,258.07
34637	CULLIGAN	138.50
34638	DOEHLING, SUSAN	366.48
34639	E.S.U. #7	1,187.34
34640	EAKES OFFICE SOLUTIONS	1,093.94
34641	EDUCATIONAL SERVICE UNIT #7	9,672.64
34642	EGAN SUPPLY CO.	2,360.97
34643	EVERYTHING MEDICAL LLC	199.80
34644	GENERAL FUND-PETTY CASH	635.95
34645	HILDERBRAND, NICOLE	228.10
34646	HOEGERL, MELANIE	352.50
34647	HOMETOWN LEASING	442.64

<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
34648	HOTSY EQUIPLMENT CO./A NE. CORP.	139.00
34649	HOUGHTON MIFFLIN CO	19,859.61
34650	JACKSON SERVICES, INC	211.02
34651	JOSTENS	15.00
34652	JOSTENS	43.74
34653	MATHESON TRI-GAS INC.	413.54
34654	MATHIS, AARON	71.28
34655	MCILNAY & COMPANY	106.48
34656	MENARDS	30.16
34657	MID-AMERICAN RESEARCH CHEMICAL	4,956.60
34658	NASSP	385.00
34659	NE COUNCIL OF SCHOOL ADM.	1,665.00
34660	NORTHWEST EVALUATION ASSOCIATION	4,612.50
34661	OFFICENET	177.00
34662	OMAHA WORLD-HERALD	164.08
34663	ORKIN PEST CONTROL	68.72
34664	PAPER 101	2,926.85
34665	PAY FLEX	128.70
34666	POLK CO. RURAL PUBLIC POWER DISTRICT	5,788.04
34667	POLK COUNTY HEALTH DEPARTMENT	1,642.76
34668	POLK COUNTY NEWS	83.40
34669	PYRAMID SCHOOL PRODUCTS	16.44
34670	RICK'S BODY SHOP	125.00
34671	RISING CITY POST OFFICE	110.00
34672	SCHOOL SPECIALITY	680.66
34673	SECTORNOW, LLC	2,338.00
34674	SHELBY AUTO CLINIC	628.26

<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
34675	SHELBY LUMBER CO.	351.83
34676	STAPLES ADVANTAGE	179.10
34677	STEWART, STACY	132.50
34678	STROMSBURG WATER & CONDITIONING INC.	58.00
34679	TRIPLE S SERVICE	118.50
34680	TRUCK CENTER COMPANIES	3,356.87
34681	UNIVERSITY OF NE-LINCOLN	740.00
34682	VERIZON WIRELESS	104.68
34683	VILLAGE OF SHELBY	621.74
34684	WEMHOFF REFRIGERATION, INC. REFRIGERATION-HEATING-A/C	219.26
34685	WESELY ELECTRIC	1,287.70
34686	WINDSTREAM	561.13

<b>Fund Total:</b>	<b>88,692.31</b>
<b>PayRoll:</b>	<b>364,136.24</b>
<b>Total:</b>	<b>452,828.55</b>

Batch Description: JUNE 2016 GENERAL FUND INVOICES  
Vendor ID: AB A&B GRILL 'N BAR

Processing Month: 06/2016

PO Number: 123130140 Invoice Number: 123130140 Amount: 96.00  
Invoice Date: 06/11/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00  
Check Number: 1099  
Checking Account ID: POSITIVE PAWS REWARD  
Cost Center ID: 96.00  
Detail Amount: 96.00  
Asset/Asset Tag: N  
In Full

Vendor ID: ADVANCED1  
Description: 1  
Sequence: 1  
Chart of Account Number: 01 2410 690 1 000

PO Number: 00075558 Invoice Number: 00075558 Amount: 825.00  
Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00  
Check Number: 1099  
Checking Account ID: ACCREDITATION & IMPROVE MAINT. FEE  
Cost Center ID: 825.00  
Detail Amount: 825.00  
Asset/Asset Tag: N  
In Full

Vendor ID: AMAZON  
Description: 1  
Sequence: 1  
Chart of Account Number: 01 2510 410 0 000  
01 2610 410 0 000

PO Number: 61016 Invoice Number: 61016 Amount: 77.08  
Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00  
Check Number: 1099  
Checking Account ID: CLASP ENVELOPE  
Cost Center ID: 26.09  
Detail Amount: 26.09  
Asset/Asset Tag: N  
In Full

Vendor ID: BIRCH  
Description: 1  
Sequence: 1  
Chart of Account Number: 01 2510 382 0 000

PO Number: 61016 Invoice Number: 61016 Amount: 139.51  
Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00  
Check Number: 1099  
Checking Account ID: LONG DISTANCE  
Cost Center ID: 139.51  
Detail Amount: 139.51  
Asset/Asset Tag: N  
In Full

Vendor ID: BLACKHILLS  
Description: 1  
Sequence: 1  
Chart of Account Number: 01 2610 321 0 000

PO Number: 61016 Invoice Number: 61016 Amount: 440.33  
Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00  
Check Number: 1099  
Checking Account ID: FUEL  
Cost Center ID: 440.33  
Detail Amount: 440.33  
Asset/Asset Tag: N  
In Full

Vendor ID: BOYSTOWN  
Description: 1  
Sequence: 1  
Chart of Account Number: 01 1210 318 0 000  
01 1100 318 0 000

PO Number: 61016 Invoice Number: 61016 Amount: 3,849.16  
Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00  
Check Number: 1099  
Checking Account ID: APRIL - BEN  
Cost Center ID: 962.29  
Detail Amount: 962.29  
Asset/Asset Tag: N  
In Full

Vendor ID: BRAASCH  
Description: 1  
Sequence: 1  
Chart of Account Number: 01 2750 690 0 000

PO Number: 61016 Invoice Number: 61016 Amount: 797.50  
Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 797.50  
Check Number: 1099  
Checking Account ID: BUS GARAGE RENT - RC  
Cost Center ID: 797.50  
Detail Amount: 797.50  
Asset/Asset Tag: N  
In Full

Vendor ID	Vendor Name	PO Number	Invoice Date	Due Date	Invoice Number	Status	Amount
<b>Vendor ID: BUTLERPPD</b>	<b>BUTLER PUBLIC POWER DISTRICT</b>	<b>PO Number: 61016</b>	<b>Invoice Date: 06/10/2016</b>	<b>Due Date: 06/13/2016</b>	<b>Status: A</b>	<b>1099 Amount: 0.00</b>	
Description:	Checking Account ID:	Invoice Number: 61016	Due Date: 06/13/2016	Status: A	1099 Amount: 0.00	Amount: 920.93	
Sequence: 1	Check Type:	Check Number:	Detail Amount	Asset/Asset Tag	In Full		
Chart of Account Number	Detail Description						
01 2610 322 0 000	RC - ELECTRICITY		920.93	N			
<b>Vendor ID: CAPITAL</b>	<b>CAPITAL ONE</b>	<b>PO Number: 61016</b>	<b>Invoice Date: 06/10/2016</b>	<b>Due Date: 06/13/2016</b>	<b>Status: A</b>	<b>1099 Amount: 0.00</b>	
Description:	Checking Account ID:	Invoice Number: 61016	Due Date: 06/13/2016	Status: A	1099 Amount: 0.00	Amount: 126.61	
Sequence: 1	Check Type:	Check Number:	Detail Amount	Asset/Asset Tag	In Full		
Chart of Account Number	Detail Description						
01 2212 690 0 000	EARLY CHILDHOOD CONFERENCE - SCHULTZ		60.00	N			
01 1100 467 0 000	ADOBE CREATIVE CLOUD		16.53	N			
01 2130 410 0 000	SUPPLIES FOR THE 5TH GRADE TALK		50.08	N			
<b>Vendor ID: CDW</b>	<b>CDW-GOVERNMENT</b>	<b>PO Number: CXC1522</b>	<b>Invoice Date: 06/10/2016</b>	<b>Due Date: 06/13/2016</b>	<b>Status: A</b>	<b>1099 Amount: 0.00</b>	
Description:	Checking Account ID:	Invoice Number: CXC1522	Due Date: 06/13/2016	Status: A	1099 Amount: 0.00	Amount: 48.25	
Sequence: 1	Check Type:	Check Number:	Detail Amount	Asset/Asset Tag	In Full		
Chart of Account Number	Detail Description						
01 1195 410 0 000	128 GB SCANDISK		48.25	N			
<b>Vendor ID: CENTRAL</b>	<b>CENTRAL NEBRASKA REHABILITATION SERVICES</b>	<b>PO Number: 4998</b>	<b>Invoice Date: 06/10/2016</b>	<b>Due Date: 06/13/2016</b>	<b>Status: A</b>	<b>1099 Amount: 4,113.03</b>	
Description:	Checking Account ID:	Invoice Number: 4998	Due Date: 06/13/2016	Status: A	1099 Amount: 4,113.03	Amount: 4,113.03	
Sequence: 1	Check Type:	Check Number:	Detail Amount	Asset/Asset Tag	In Full		
Chart of Account Number	Detail Description						
01 4406 318 0 000	SPEED 3-5		444.60	N			
01 4410 318 0 000	SPEED S.A.		3,668.43	N			
<b>Vendor ID: CENTRALVAL</b>	<b>CENTRAL VALLEY AG</b>	<b>PO Number: 61016</b>	<b>Invoice Date: 06/10/2016</b>	<b>Due Date: 06/13/2016</b>	<b>Status: A</b>	<b>1099 Amount: 0.00</b>	
Description:	Checking Account ID:	Invoice Number: 61016	Due Date: 06/13/2016	Status: A	1099 Amount: 0.00	Amount: 491.66	
Sequence: 1	Check Type:	Check Number:	Detail Amount	Asset/Asset Tag	In Full		
Chart of Account Number	Detail Description						
01 2750 336 0 000	BUS FUEL		491.66	N			
<b>Vendor ID: COLUHS</b>	<b>COLUMBUS PUBLIC SCHOOL</b>	<b>PO Number: 61016</b>	<b>Invoice Date: 06/10/2016</b>	<b>Due Date: 06/13/2016</b>	<b>Status: A</b>	<b>1099 Amount: 0.00</b>	
Description:	Checking Account ID:	Invoice Number: 61016	Due Date: 06/13/2016	Status: A	1099 Amount: 0.00	Amount: 2,501.00	
Sequence: 1	Check Type:	Check Number:	Detail Amount	Asset/Asset Tag	In Full		
Chart of Account Number	Detail Description						
01 1210 318 0 000	EVAN RUSKAMP - 4TH INSTALLMENT		2,501.00	N			
<b>Vendor ID: COLUM3</b>	<b>COLUMBUS TELEGRAM</b>	<b>PO Number: 20425418</b>	<b>Invoice Date: 06/10/2016</b>	<b>Due Date: 06/13/2016</b>	<b>Status: A</b>	<b>1099 Amount: 0.00</b>	
Description:	Checking Account ID:	Invoice Number: 20425418	Due Date: 06/13/2016	Status: A	1099 Amount: 0.00	Amount: 110.74	
Sequence: 1	Check Type:	Check Number:	Detail Amount	Asset/Asset Tag	In Full		
Chart of Account Number	Detail Description						

01 2310 350 0 000	BOARD MINUTES	110.74	N						
<b>Vendor ID: CONSTELLA</b>	<b>CONSTELLATION ENERGY</b>	<b>PO Number: 61013</b>	<b>Invoice Number: 61013</b>	<b>Amount: 1,100.43</b>					
Description: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00									
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:					
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>				
01 2610 321 0 000	FUEL	1,100.43	N						
<b>Vendor ID: CUBBYS CORP</b>	<b>CUBBYS CORPORATE OFFICE</b>	<b>PO Number: 60830</b>	<b>Invoice Number: 60830</b>	<b>Amount: 1,258.07</b>					
Description: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00									
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:					
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>				
01 2750 336 0 000	BUS & VAN FUEL	1,233.55	N						
01 2760 336 0 000	SPED VAN FUEL	24.52	N						
<b>Vendor ID: CULLIGAN2</b>	<b>CULLIGAN</b>	<b>PO Number: 507</b>	<b>Invoice Number: 507</b>	<b>Amount: 138.50</b>					
Description: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00									
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:					
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>				
01 2610 690 0 000	COOLER RENTAL & WATER	138.50	N						
<b>Vendor ID: DOEHLINGS</b>	<b>DOEHLING, SUSAN</b>	<b>PO Number: 61016</b>	<b>Invoice Number: 61016</b>	<b>Amount: 366.48</b>					
Description: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00									
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:					
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>				
01 1195 630 0 000	REIMB FOR HOTEL RM - NETA	366.48	N						
<b>Vendor ID: ESU7</b>	<b>E.S.U. #7</b>	<b>PO Number: 252</b>	<b>Invoice Number: 252</b>	<b>Amount: 1,187.34</b>					
Description: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00									
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:					
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>				
01 1100 410 0 000	ACTIVITIES BANQUET PROGRAMS	40.84	N						
01 1175 410 0 000	SPRING CONCERT PROGRAMS	11.02	N						
01 1150 410 0 000	PRINTING	28.73	N						
01 1200 410 0 000	STEWART PRINTING	3.12	N						
01 2310 350 0 000	NEWSLETTERS	587.43	N						
01 2410 410 1 000	OFFICE REFERRALS & BENCHMARKS	144.39	N						
01 2410 410 3 000	SUB TEACHER REPORT	13.43	N						
01 2410 410 2 000	GRADUATION PROGRAMS	43.62	N						
01 1190 410 0 000	DIPLOMAS & OT'S	17.47	N						
01 1107 410 1 100	MOTHERS DAY & KDG BOOK	36.66	N						
01 1103 410 1 100	WKS & POEM BOOKS	9.78	N						
01 1104 410 1 100	MATH STUFF	58.00	N						
01 1105 410 1 100	CARDS & WORKBOOKS	169.30	N						

01 2510 410 0 000 OFFICE PASS & PRE ABSENT FORMS 23.55 N

**Vendor ID: EAKESO** EAKES OFFICE SOLUTIONS

Amount: 1,093.94

PO Number: S126018S126223 Invoice Number: S126018S126223

Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00

Description: 1 Checking Account ID: 23.55 N

Chart of Account Number: 01 2510 318 0 000  
Detail Description: COPIER CONTRACT

Check Number: 1099  
Detail Amount: 1,093.94  
Asset/Asset Tag: N

**Vendor ID: ESU7SP** EDUCATIONAL SERVICE UNIT #7

Amount: 9,672.64

PO Number: -150786 Invoice Number: -150786

Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 9,672.64

Description: 1 Checking Account ID:

Chart of Account Number: 01 4404 318 0 000  
Detail Description: SPED 0-2  
01 4406 318 0 000 SPED 3-5  
01 4410 318 0 000 SPED S.A.

Check Number: 381.27 N  
Detail Amount: 2,541.86 N  
Asset/Asset Tag: N  
6,749.51 N

**Vendor ID: EGAN** EGAN SUPPLY CO.

Amount: 2,360.97

PO Number: 246722 Invoice Number: 246722

Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00

Description: 1 Checking Account ID:

Chart of Account Number: 01 2610 410 0 000  
Detail Description: GARBAGE BAGS

Check Number: 2,360.97  
Detail Amount: 2,360.97  
Asset/Asset Tag: N

**Vendor ID: EVERTHMD** EVERYTHING MEDICAL LLC

Amount: 199.80

PO Number: 7240 Invoice Number: 7240

Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00

Description: 1 Checking Account ID:

Chart of Account Number: 01 2610 410 0 000  
Detail Description: HAND SANITIZER

Check Number: 199.80  
Detail Amount: 199.80  
Asset/Asset Tag: N

**Vendor ID: PETTY** GENERAL FUND-PETTY CASH

Amount: 635.95

PO Number: 61016 Invoice Number: 61016

Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00

Description: 1 Checking Account ID:

Chart of Account Number: 01 1190 690 0 000  
Detail Description: PRESCHOOL FIELD TRIP  
01 1135 410 0 000 SUPPLIES  
01 2310 641 0 000 EMC - PROPERTY INSURANCE  
01 2410 410 1 000 NESA - GRANOLA BARS  
01 2410 410 2 000 TREATS FOR TESTING  
01 2510 381 0 000 POSTAGE FOR NEWLETTERS

Check Number: 168.00 N  
Detail Amount: 18.78 N  
Asset/Asset Tag: N  
268.00 N  
19.92 N  
76.79 N  
84.46 N

**Vendor ID: HILDERBRAN** HILDERBRAND, NICOLE

Amount: 228.10

PO Number: 61016 Invoice Number: 61016

Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00

Description: 1 Checking Account ID:

Chart of Account Number: 01 1195 630 0 000  
Detail Description: REIMB FOR HOTEL RM - NETA

Check Number: 228.10  
Detail Amount: 228.10  
Asset/Asset Tag: N

<b>Vendor ID: HOEGERL</b> Description: HOEGERL, MELANIE Sequence: 1 <u>Chart of Account Number</u> 01 1210 318 0 000	Checking Account ID: Checking Account ID: <u>Detail Description</u> SUMMER SPED	<b>PO Number:</b> Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A Invoice Number: 61016 Check Number: <u>Detail Amount</u> 1099 <u>Detail Amount Asset/Asset Tag</u> 352.50 352.50 N	<b>Amount:</b> 1099 Amount: 352.50 <u>In Full</u>
<b>Vendor ID: HOMETO</b> Description: HOMETOWN LEASING Sequence: 1 <u>Chart of Account Number</u> 01 2510 318 0 000	Checking Account ID: Checking Account ID: <u>Detail Description</u> COPIER PAYMENT	<b>PO Number:</b> Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A Invoice Number: 019 Check Number: <u>Detail Amount</u> 1099 <u>Detail Amount Asset/Asset Tag</u> 442.64 N	<b>Amount:</b> 1099 Amount: 0.00 <u>In Full</u>
<b>Vendor ID: HOTSYS</b> Description: HOTSYS EQUIPMENT CO./A NE. CORP. Sequence: 1 <u>Chart of Account Number</u> 01 2750 690 0 000	Checking Account ID: Checking Account ID: <u>Detail Description</u> FLEET BRUSH COMPLETE	<b>PO Number:</b> Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A Invoice Number: 268690 Check Number: <u>Detail Amount</u> 1099 <u>Detail Amount Asset/Asset Tag</u> 139.00 N	<b>Amount:</b> 1099 Amount: 0.00 <u>In Full</u>
<b>Vendor ID: HOUGHTON</b> Description: HOUGHTON MIFFLIN CO Sequence: 1 <u>Chart of Account Number</u> 01 1100 420 0 000	Checking Account ID: Checking Account ID: <u>Detail Description</u> ELEM MATH	<b>PO Number:</b> Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A Invoice Number: 952284517 Check Number: <u>Detail Amount</u> 1099 <u>Detail Amount Asset/Asset Tag</u> 19,859.61 N	<b>Amount:</b> 1099 Amount: 0.00 <u>In Full</u>
<b>Vendor ID: JACKSO</b> Description: JACKSON SERVICES, INC Sequence: 1 <u>Chart of Account Number</u> 01 2610 410 0 000	Checking Account ID: Checking Account ID: <u>Detail Description</u> RUGS & MOPS	<b>PO Number:</b> Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A Invoice Number: 33519043352673 Check Number: <u>Detail Amount</u> 1099 <u>Detail Amount Asset/Asset Tag</u> 211.02 N	<b>Amount:</b> 1099 Amount: 0.00 <u>In Full</u>
<b>Vendor ID: JOSTEN</b> Description: JOSTENS Sequence: 1 <u>Chart of Account Number</u> 01 2410 410 2 000	Checking Account ID: Checking Account ID: <u>Detail Description</u> VALEDICTORIAN & SALUTATORIAN TROPHYS	<b>PO Number:</b> Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A Invoice Number: 2169 Check Number: <u>Detail Amount</u> 1099 <u>Detail Amount Asset/Asset Tag</u> 15.00 N	<b>Amount:</b> 1099 Amount: 0.00 <u>In Full</u>
<b>Vendor ID: JOSTENS</b> Description: JOSTENS Sequence: 1 <u>Chart of Account Number</u> 01 2310 690 0 000	Checking Account ID: Checking Account ID: <u>Detail Description</u> DIPLOMA & COVER	<b>PO Number:</b> Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A Invoice Number: 18913480 Check Number: <u>Detail Amount</u> 1099 <u>Detail Amount Asset/Asset Tag</u> 43.74 N	<b>Amount:</b> 1099 Amount: 0.00 <u>In Full</u>
<b>Vendor ID: MATHESON</b> Description: MATHESON TRI-GAS INC. Sequence: 1 <u>Chart of Account Number</u> 01 2310 690 0 000	Checking Account ID: Checking Account ID: <u>Detail Description</u> DIPLOMA & COVER	<b>PO Number:</b> Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A Invoice Number: 510114400 Check Number: <u>Detail Amount</u> 1099 <u>Detail Amount Asset/Asset Tag</u> 413.54 N	<b>Amount:</b> 1099 Amount: 0.00 <u>In Full</u>

Invoice Listing - Detail  
JUNE 2016 GENERAL FUND INVOICES

Sequence: 1	Check Type:	<u>Detail Description</u>	Checking Account ID:	Check Number:	Check Date:	<u>In Full</u>
<u>Chart of Account Number</u>		SUPPLIES		<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	
01 1180 410 2 200				413.54	N	
<b>Vendor ID: MATHISAARO</b>	<b>MATHIS, AARON</b>			<b>Invoice Number: 61016</b>	<b>Amount:</b>	<b>71.28</b>
Description:				Invoice Date: 06/10/2016	Due Date: 06/13/2016	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	<u>Detail Description</u>	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>		REIMB FOR MILEAGE		<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1100 670 0 000				71.28	N	
<b>Vendor ID: MCILNA</b>	<b>MCILNAY &amp; COMPANY</b>			<b>Invoice Number: 61016</b>	<b>Amount:</b>	<b>106.48</b>
Description:				Invoice Date: 06/10/2016	Due Date: 06/13/2016	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	<u>Detail Description</u>	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>		WORK ON THE BOYS LOCKER RM		<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2620 318 0 000				106.48	N	
<b>Vendor ID: MENARD</b>	<b>MENARDS</b>			<b>Invoice Number: 97816</b>	<b>Amount:</b>	<b>30.16</b>
Description:				Invoice Date: 06/10/2016	Due Date: 06/13/2016	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	<u>Detail Description</u>	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>		SUPPLIES		<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2610 410 0 000				30.16	N	
<b>Vendor ID: MIDAME</b>	<b>MID-AMERICAN RESEARCH CHEMICAL</b>			<b>Invoice Number: 580162A-IN</b>	<b>Amount:</b>	<b>4,956.60</b>
Description:				Invoice Date: 06/10/2016	Due Date: 06/13/2016	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	<u>Detail Description</u>	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>		GYM FLOOR		<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2620 318 0 000				4,956.60	N	
<b>Vendor ID: NASSP</b>	<b>NASSP</b>			<b>Invoice Number: 61016</b>	<b>Amount:</b>	<b>385.00</b>
Description:				Invoice Date: 06/10/2016	Due Date: 06/13/2016	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	<u>Detail Description</u>	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>		NHS RENEWAL DUES		<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2410 630 2 000				385.00	N	
<b>Vendor ID: NECSA</b>	<b>NE COUNCIL OF SCHOOL ADM.</b>			<b>Invoice Number: 61016</b>	<b>Amount:</b>	<b>1,665.00</b>
Description:				Invoice Date: 06/10/2016	Due Date: 06/13/2016	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	<u>Detail Description</u>	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>		MEMBERSHIP DUES & ADMIN DAYS		<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2410 630 1 000				575.00	N	
01 2410 630 2 000				570.00	N	
01 2320 630 0 000				520.00	N	
<b>Vendor ID: NORTHWEST</b>	<b>NORTHWEST EVALUATION ASSOCIATION</b>			<b>Invoice Number: INV00045823</b>	<b>Amount:</b>	<b>4,612.50</b>
Description:				Invoice Date: 06/10/2016	Due Date: 06/13/2016	Status: A 1099 Amount: 0.00
Sequence: 1	Check Type:	<u>Detail Description</u>	Checking Account ID:	Check Number:	Check Date:	



Vendor ID: POLK5	PO Number:	Invoice Number:	Amount:
Description: POLK COUNTY NEWS	20226		83.40
Sequence: 1 Check Type:	Invoice Date: 06/10/2016	Due Date: 06/13/2016	Status: A 1099 Amount: 0.00
<u>Chart of Account Number</u>	Check Number:	Check Date:	
01 2310 350 0 000	<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
	83.40	N	
<b>Vendor ID: PYRAMIDSCH</b>	<b>PO Number:</b>	<b>Invoice Number:</b>	<b>Amount:</b>
Description: PYRAMID SCHOOL PRODUCTS		S1317412.001	16.44
Sequence: 1 Check Type:	Invoice Date: 06/10/2016	Due Date: 06/13/2016	Status: A 1099 Amount: 0.00
<u>Chart of Account Number</u>	Check Number:	Check Date:	
01 1102 410 1 100	<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
	16.44	N	
<b>Vendor ID: RICKS</b>	<b>PO Number:</b>	<b>Invoice Number:</b>	<b>Amount:</b>
Description: RICKS BODY SHOP		002320	125.00
Sequence: 1 Check Type:	Invoice Date: 06/10/2016	Due Date: 06/13/2016	Status: A 1099 Amount: 0.00
<u>Chart of Account Number</u>	Check Number:	Check Date:	
01 2750 690 0 000	<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
	125.00	N	
<b>Vendor ID: RISINGPOST</b>	<b>PO Number:</b>	<b>Invoice Number:</b>	<b>Amount:</b>
Description: RISING CITY POST OFFICE		61016	110.00
Sequence: 1 Check Type:	Invoice Date: 06/10/2016	Due Date: 06/13/2016	Status: A 1099 Amount: 0.00
<u>Chart of Account Number</u>	Check Number:	Check Date:	
01 2510 690 0 000	<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
	110.00	N	
<b>Vendor ID: SCHOSP</b>	<b>PO Number:</b>	<b>Invoice Number:</b>	<b>Amount:</b>
Description: SCHOOL SPECIALTY		061016	680.66
Sequence: 1 Check Type:	Invoice Date: 06/10/2016	Due Date: 06/16/2016	Status: A 1099 Amount: 0.00
<u>Chart of Account Number</u>	Check Number:	Check Date:	
01 1165 410 0 000	<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 1140 410 2 200	350.02	N	
01 1200 410 0 000	239.22	N	
	91.42	N	
<b>Vendor ID: SECTORNOW</b>	<b>PO Number:</b>	<b>Invoice Number:</b>	<b>Amount:</b>
Description: SECTORNOW, LLC		1090-1	2,338.00
Sequence: 1 Check Type:	Invoice Date: 06/10/2016	Due Date: 06/13/2016	Status: A 1099 Amount: 0.00
<u>Chart of Account Number</u>	Check Number:	Check Date:	
01 1195 565 0 000	<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
	2,338.00	N	
<b>Vendor ID: SHEAUT</b>	<b>PO Number:</b>	<b>Invoice Number:</b>	<b>Amount:</b>
Description: SHELBAY AUTO CLINIC		027804797732832828	628.26
Sequence: 1 Check Type:	Invoice Date: 06/10/2016	Due Date: 06/13/2016	Status: A 1099 Amount: 235.00
<u>Chart of Account Number</u>	Check Number:	Check Date:	
01 2620 318 0 000	<u>Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
01 2750 336 0 000	50.95	N	
	120.66	N	

Invoice Listing - Detail  
JUNE 2016 GENERAL FUND INVOICES

01 2750 338 0 000 BUS REPAIRS

456.65 235.00 N

**Vendor ID: SHELB5** SHELBY LUMBER CO.

**PO Number:** Invoice Number: 70308286945369302 Amount: 351.83

Description: Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00

Checking Account ID:

Check Number: Check Date:

Sequence: 1 Check Type:

Chart of Account Number Detail Description In Full

01 2610 410 0 000 SUPPLIES

258.97 N

01 1180 410 2 200 SUPPLIES

92.86 N

**Vendor ID: STAPLES** STAPLES ADVANTAGE

**PO Number:** Invoice Number: 33033748203302811257 Amount: 179.10

Description: Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00

Checking Account ID:

Check Number: Check Date:

Sequence: 1 Check Type:

Chart of Account Number Detail Description In Full

01 1140 410 2 200 SUPPLIES

179.10 N

**Vendor ID: STEWAR** STEWART, STACY

**PO Number:** Invoice Number: 61016 Amount: 132.50

Description: Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 132.50

Checking Account ID:

Check Number: Check Date:

Sequence: 1 Check Type:

Chart of Account Number Detail Description In Full

01 1210 318 0 000 SUMMER SPED

132.50 N

**Vendor ID: STROMS** STROMSBURG WATER & CONDITIONING INC.

**PO Number:** Invoice Number: 61016 Amount: 58.00

Description: Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00

Checking Account ID:

Check Number: Check Date:

Sequence: 1 Check Type:

Chart of Account Number Detail Description In Full

01 2610 410 0 000 WATER SOFTNER

58.00 N

**Vendor ID: TRIPLE** TRIPLE S SERVICE

**PO Number:** Invoice Number: 6795 Amount: 118.50

Description: Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 118.50

Checking Account ID:

Check Number: Check Date:

Sequence: 1 Check Type:

Chart of Account Number Detail Description In Full

01 2620 318 0 000 RC - GARBAGE

118.50 N

**Vendor ID: TRUCKCEN** TRUCK CENTER COMPANIES

**PO Number:** Invoice Number: 2204299 Amount: 3,356.87

Description: Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00

Checking Account ID:

Check Number: Check Date:

Sequence: 1 Check Type:

Chart of Account Number Detail Description In Full

01 2750 338 0 000 BUS REPAIRS 07 THOMAS BUS

3,356.87 N

**Vendor ID: UNL** UNIVERSITY OF NE-LINCOLN

**PO Number:** Invoice Number: ASD\_1516ES173 Amount: 740.00

Description: Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00

Checking Account ID:

Check Number: Check Date:

Sequence: 1 Check Type:

Chart of Account Number Detail Description In Full

01 1200 391 0 000 ASD CONFERENCE

740.00 N

**Vendor ID: VERIZON**  
Description: VERIZON WIRELESS  
Sequence: 1 Check Type:  
Chart of Account Number  
01 2750 382 0 000

**PO Number:**  
Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00  
Check Number: 9766197164  
Cost Center ID 104.68  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
N

Amount: 104.68

**Vendor ID: VILLAGE OF SHELBY**  
Description: VILLAGE OF SHELBY  
Sequence: 1 Check Type:  
Chart of Account Number  
01 2610 323 0 000  
01 2620 318 0 000

**PO Number:**  
Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 334.75  
Check Number: 215194  
Cost Center ID 286.99  
334.75 N  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
N

Amount: 621.74

**Vendor ID: WEMHOFFREF**  
Description: WEMHOFF REFRIGERATION, INC.  
REFRIGERATION-HEATING-A/C

**PO Number:**  
Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00  
Check Number: 10432  
Cost Center ID 219.26  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
N

Amount: 219.26

**Vendor ID: WESELY**  
Description: WESELY ELECTRIC  
Sequence: 1 Check Type:  
Chart of Account Number  
01 2620 318 0 000

**PO Number:**  
Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 1,287.70  
Check Number: 82638255  
Cost Center ID 1,287.70  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
N

Amount: 1,287.70

**Vendor ID: WINDSTREAM**  
Description: WINDSTREAM  
Sequence: 1 Check Type:  
Chart of Account Number  
01 2510 382 0 000

**PO Number:**  
Invoice Date: 06/10/2016 Due Date: 06/13/2016 Status: A 1099 Amount: 0.00  
Check Number: 61016  
Cost Center ID 561.13  
Detail Amount 1099 Detail Amount Asset/Asset Tag  
N

Amount: 561.13

Batch 1099 Total: 18,686.88 Batch Total: 88,692.31

Report 1099 Total: 18,686.88 Report Total: 88,692.31

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 01 GENERAL FUND</b>				
<u>Current Assets</u>				
01 101	CHECKING ACCT. GEN. FUND	1,224,079.94	560,060.16	1,784,140.10
01 102	C.D.'S	0.00	0.00	0.00
01 103	BOND FUND	0.00	0.00	0.00
01 104	SAVINGS ACCOUNT	9,035.76	0.00	9,035.76
01 105	BOND REDEMPTION	0.00	0.00	0.00
01 112	TAXES RECEIVABLE - PRIOR YRS.	0.00	0.00	0.00
01 456 0001	TSA PAYABLE	0.00	0.00	0.00
	Current Assets Subtotal:	<u>1,233,115.70</u>	<u>560,060.16</u>	<u>1,793,175.86</u>
<u>Other Assets</u>				
01 390	BUDGETED REVENUE	0.00	0.00	0.00
01 392	LESS: REVENUE RECEIVED	(4,783,805.15)	(1,034,852.19)	(5,818,657.34)
	Other Assets Subtotal:	<u>(4,783,805.15)</u>	<u>(1,034,852.19)</u>	<u>(5,818,657.34)</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u><u>(3,550,689.45)</u></u>	<u><u>(474,792.03)</u></u>	<u><u>(4,025,481.48)</u></u>
<u>Current Liabilities</u>				
01 290	FLEX FUND PAYABLE	0.00	0.00	0.00
01 402	ACCOUNTS PAYABLE GEN. FD.	0.00	0.00	0.00
01 450	PAYROLL DEDUCTION PAYABLE	0.00	0.00	0.00
01 450 0002	P/R DEDUCTION PAYABLE/CHILD SU	0.00	0.00	0.00
01 450 0003	P/R DEDUCTION PAYABLE/BACK TAX	0.00	0.00	0.00
01 450 0209	PAYROLL DEDUCTION/CREDIT MANAGEMENT	0.00	0.00	0.00
01 451	FICA PAYABLE	0.00	0.00	0.00
01 452	FIT PAYABLE	0.00	0.00	0.00
01 453	INSURANCE PAYABLE/BC/BS	(266.35)	0.00	(266.35)
01 453 0001	INSURANCE PAYABLE/DISABILITY	0.00	0.00	0.00
01 454	RETIREMENT PAYABLE	0.00	0.00	0.00
01 454 0203	PAYROLL DEDUCTION/PUTNAM	0.00	0.00	0.00
01 454 0208	PAYROLL DEDUCTION/PUTNAM	0.00	0.00	0.00
01 455	SIT PAYABLE	0.00	0.00	0.00
01 456	TSA PAYABLE	0.00	0.00	0.00
01 456 0201	TSA PAYABLE/FRANKLIN LIFE	0.00	0.00	0.00
01 456 0202	TSA PAYABLE/HORACE MANN	0.00	0.00	0.00
01 456 0203	TSA PAYABLE	0.00	0.00	0.00
01 456 0204	TSA PAYABLE	0.00	0.00	0.00
01 456 0205	TSA PAYABLE TSA/AM.FUND	0.00	0.00	0.00
01 456 0206	TSA PAYABLE TSA/NY LIFE	0.00	0.00	0.00
01 456 0207	TSA PAYABLE	0.00	0.00	0.00
01 456 0208	TSA PAYABLE TSA/PUTNAM	0.00	0.00	0.00
01 457	BENEFITS PAYABLE	0.00	0.00	0.00
01 458	DUES PAYABLE/SEA	0.00	0.00	0.00
01 459	FAMILY HERITAGE LIFE INSURANCE	0.00	0.00	0.00

**Balance Sheet**  
 Period Ending: May 2016  
 MAY 2016 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
	Current Liabilities Subtotal:	(266.35)	0.00	(266.35)
 <u>Other Liabilities</u>				
01 603	ENCUMBRANCES	0.00	0.00	0.00
01 690	BUDGETED EXPENDITURES	5,729,655.00	0.00	5,729,655.00
01 692	LESS: EXPENDITURES TO DATE	(4,622,999.26)	(474,792.03)	(5,097,791.29)
01 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
01 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Other Liabilities Subtotal:	1,106,655.74	(474,792.03)	631,863.71
 <u>Fund Balance</u>				
01 704	FUND BALANCE - GEN. FD.	1,072,576.16	0.00	1,072,576.16
01 705	BUDGETED FUND BALANCE	(5,729,655.00)	0.00	(5,729,655.00)
	Fund Balance Subtotal:	(4,657,078.84)	0.00	(4,657,078.84)
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<b>(3,550,689.45)</b>	<b>(474,792.03)</b>	<b>(4,025,481.48)</b>

**BUDGET REPORT**  
05/2016  
MAY 2016 GENERAL FUND

Account Number	Account Description	BUDGETED	EXPENDED	TO DATE	BALANCE OF FOM	EXPENDED
01	GENERAL FUND					
1100	REGULAR INSTRUCTIONAL PROGRAMS					
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$2,822,152.00	\$243,781.93	\$2,122,326.77	\$699,825.23	75.20
1101	GRADE 1	\$2,200.00	\$22.49	\$357.57	\$1,842.43	16.25
1102	GRADE 2	\$2,400.00	\$6.26	\$96.20	\$2,303.80	4.01
1103	GRADE 3	\$1,800.00	\$0.00	\$69.90	\$1,730.10	3.88
1104	GRADE 4	\$2,400.00	\$0.00	\$304.15	\$2,095.85	12.67
1105	GRADE 5	\$1,800.00	\$0.00	\$440.82	\$1,359.18	24.49
1106	GRADE 6	\$0.00	\$0.00	\$0.00	\$0.00	0.00
1107	GRADE K	\$2,600.00	\$12.99	\$31.35	\$2,568.65	1.21
1110	ENGLISH	\$7,200.00	\$68.36	\$887.20	\$6,312.80	12.32
1120	LANGUAGE	\$500.00	\$0.00	\$0.00	\$500.00	0.00
1129	ESL PROGRAM	\$0.00	\$0.00	\$0.00	\$0.00	0.00
1130	SOCIAL STUDIES	\$2,100.00	\$150.00	\$642.48	\$1,457.52	30.59
1135	AG	\$20,000.00	\$80.50	\$6,576.45	\$13,423.55	32.88
1140	MATH	\$2,650.00	\$14.03	\$210.23	\$2,439.77	7.93
1145	SCIENCE	\$3,700.00	\$383.53	\$1,662.05	\$2,037.95	44.92
1150	ENGLISH LANGUAGE LEARNERS	\$29,894.00	\$3,203.86	\$29,186.91	\$707.09	97.63
1165	PHYSICAL EDUCATION	\$1,500.00	\$0.00	\$856.00	\$644.00	57.07
1170	BUSINESS EDUCATION	\$2,000.00	\$0.00	\$156.07	\$1,843.93	7.80
1175	MUSIC	\$5,100.00	\$67.82	\$3,616.94	\$1,483.06	70.92
1180	INDUSTRIAL ARTS	\$13,000.00	\$1,023.73	\$14,853.81	(\$1,853.81)	114.26
1185	ART	\$2,500.00	\$0.00	\$1,249.51	\$1,250.49	49.98
1190	PRESCHOOL	\$69,442.00	\$5,653.24	\$51,167.35	\$18,274.65	73.68
1195	TECH	\$63,500.00	\$1,614.84	\$18,652.91	\$44,847.09	29.37
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$3,058,438.00	\$256,083.58	\$2,253,344.67	\$805,093.33	73.68
1200	SPECIAL EDUCATION PROGRAMS					
1200	SPECIAL EDUCATION PROGRAMS	\$400,406.00	\$33,829.03	\$294,313.94	\$106,092.06	73.50
1210	SPECIAL ED - LEVEL I	\$210,000.00	\$30,218.60	\$105,330.53	\$104,669.47	50.16
1200	SPECIAL EDUCATION PROGRAMS	\$610,406.00	\$64,047.63	\$399,644.47	\$210,761.53	65.47
1900	1900					
1907	POLK CO. GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00
1900	1900	\$0.00	\$0.00	\$0.00	\$0.00	0.00
2100	SUPPORTIVE SERVICES PUPILS					
2120	GUIDANCE SERVICES	\$104,715.00	\$7,782.26	\$70,264.45	\$34,450.55	67.10
2130	HEALTH SERVICES	\$16,000.00	\$0.00	\$9,803.29	\$6,196.71	61.27
2150	SCHOOL SAFETY	\$1,000.00	\$0.00	\$280.08	\$719.92	28.01
2190	OTHER PUPIL SUPPORT SERV	\$11,530.00	\$683.21	\$7,682.76	\$3,847.24	66.63
2100	SUPPORTIVE SERVICES PUPILS	\$133,245.00	\$8,465.47	\$88,030.58	\$45,214.42	66.07
2200	SUPPORT SERVICES STAFF					
2212	INST STAFF TRNG AND CURR DEV	\$15,000.00	\$774.50	\$11,018.94	\$3,981.06	73.46
2222	SCHOOL LIBRARY SERVICES	\$100,500.00	\$7,663.08	\$71,109.94	\$29,390.06	70.76
2223	AUDIO-VISUAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	0.00
2224	EDUCATIONAL TV SERVICES	\$7,500.00	\$0.00	\$2,019.27	\$5,480.73	26.92
2200	SUPPORT SERVICES STAFF	\$123,000.00	\$8,437.58	\$84,148.15	\$38,851.85	68.41
2300	SUPPORT SERVICES-GEN ADMIN					
2310	BOARD OF EDUCATION	\$64,000.00	\$949.43	\$66,598.76	(\$2,598.76)	104.06

**BUDGET REPORT**

05/2016

MAY 2016 GENERAL FUND

Account Number	Account Description	BUDGETED	EXPENDED	TO DATE	BALANCE OF FROM	EXPENDED
2320	EXECUTIVE ADMINISTRATION	\$166,551.00	\$13,440.04	\$123,196.75	\$43,354.25	73.97
2330	DISTRICT LEGAL SERVICES	\$0.00	\$220.00	\$3,122.50	(\$3,122.50)	0.00
2300	SUPPORT SERVICES-GEN ADMIN	\$230,551.00	\$14,609.47	\$192,918.01	\$37,632.99	83.68
2400	OFFICE OF PRINCIPAL					
2410	OFFICE OF THE PRINCIPAL	\$367,925.00	\$29,557.98	\$265,478.68	\$102,446.32	72.16
2400	OFFICE OF PRINCIPAL	\$367,925.00	\$29,557.98	\$265,478.68	\$102,446.32	72.16
2500	SUPPORT SERVICES-BUSINESS					
2510	GENERAL ADMIN-BUSINESS SERVICE	\$212,400.00	\$15,196.93	\$141,664.70	\$70,735.30	66.70
2500	SUPPORT SERVICES-BUSINESS	\$212,400.00	\$15,196.93	\$141,664.70	\$70,735.30	66.70
2600	SUPPORT SERVICES-BLDGS & SITES					
2610	OPERATION OF PLANT	\$352,500.00	\$27,251.75	\$236,428.94	\$116,071.06	67.07
2620	MAINTENANCE OF PLANT	\$150,000.00	\$6,634.91	\$172,344.63	(\$22,344.63)	114.90
2600	SUPPORT SERVICES-BLDGS & SITES	\$502,500.00	\$33,886.66	\$408,773.57	\$93,726.43	81.35
2700	SUPPORT SERVICES-PUPIL TRANS					
2750	REGULAR PUPIL TRANSPORTATION	\$183,200.00	\$16,267.84	\$135,728.90	\$47,471.10	74.09
2760	SCHOOL AGE SPEC ED TRANSPORT	\$3,435.00	\$790.41	\$3,465.33	(\$30.33)	100.88
2700	SUPPORT SERVICES-PUPIL TRANS	\$186,635.00	\$17,058.25	\$139,194.23	\$47,440.77	74.58
2900	2900					
2905	VOLUNTARY TERMINATION	\$33,500.00	\$0.00	\$32,295.00	\$1,205.00	96.40
2900	2900	\$33,500.00	\$0.00	\$32,295.00	\$1,205.00	96.40
3500	3500					
3510	HIGH ABILITY	\$32,250.00	\$2,334.02	\$21,083.86	\$11,166.14	65.38
3500	3500	\$32,250.00	\$2,334.02	\$21,083.86	\$11,166.14	65.38
4200	TITLE I					
4200	TITLE I	\$106,350.00	\$8,891.39	\$77,008.63	\$29,341.37	72.41
4210	NCLB - NO CHILD LEFT BEHIND	\$0.00	\$0.00	(\$6,305.00)	\$6,305.00	0.00
4200	TITLE I	\$106,350.00	\$8,891.39	\$70,703.63	\$35,646.37	66.48
4300	INNOVATION EDUCATION PROGRAM					
4310	TITLE IIA	\$6,165.00	\$0.00	\$6,305.00	(\$140.00)	102.27
4300	INNOVATION EDUCATION PROGRAM	\$6,165.00	\$0.00	\$6,305.00	(\$140.00)	102.27
4400	TITLE VI-B HANDICAPPED ENTITL					
4401	PRE-SCHOOL SPED	\$0.00	\$0.00	\$0.00	\$0.00	0.00
4402	PRE-SCHOOL SPED TRANSPORTATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00
4404	IDEA PART B	\$30,685.00	\$2,871.77	\$13,197.43	\$17,487.57	43.01
4406	IDEA PRESCHOOL	\$3,401.00	\$4,260.63	\$35,101.00	(\$31,700.00)	1,032.08
4410	IDEA PART B E-P	\$88,718.00	\$9,090.67	\$75,944.07	\$12,773.93	85.60
4411	IDEA CEIS	\$0.00	\$0.00	\$0.00	\$0.00	0.00
4412	IDEA NONPUBLIC	\$3,486.00	\$0.00	\$0.00	\$3,486.00	0.00
4400	TITLE VI-B HANDICAPPED ENTITL	\$126,290.00	\$16,223.07	\$124,242.50	\$2,047.50	98.38
4500	4500					
4599	ARRA STABLIZATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00
4500	4500	\$0.00	\$0.00	\$0.00	\$0.00	0.00
4600	4600					
4630	ARRA 3-5 EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	0.00
4600	4600	\$0.00	\$0.00	\$0.00	\$0.00	0.00
4900	ESU STIPENDS					
4990	ESU STIPENDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00

**BUDGET REPORT**

05/2016

MAY 2016 GENERAL FUND

Account Number	Account Description	BUDGETED	EXPENDED	TO DATE	BALANCE OF FOM	EXPENDED
4900	ESU STIPENDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00
8000	TRANSFERS					
8000	TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	0.00
8000	TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	0.00
9000	NON-PROGRAMMED CHARGES					
9000	NON-PROGRAMMED CHARGES	\$0.00	\$0.00	\$869,964.24	(\$869,964.24)	0.00
9000	NON-PROGRAMMED CHARGES	\$0.00	\$0.00	\$869,964.24	(\$869,964.24)	0.00
9100	FOOD SERVICE					
9100	FOOD SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	0.00
9100	FOOD SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	0.00
01	GENERAL FUND	\$5,729,655.00	\$474,792.03	\$5,097,791.29	\$631,863.71	88.97

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1110	LOCAL PROP. TAX(INCL. 2% DEL.)	0.00	956,458.65	3,865,587.35	0.00	(3,865,587.35)
01 1115	CARLINE TAX	0.00	0.00	0.00	0.00	0.00
01 1120	PUBLIC POWER DIST. TAX	0.00	0.00	0.00	0.00	0.00
01 1125	MOTOR VEHICLES TAX	0.00	0.00	0.00	0.00	0.00
01 1190	PRESCHOOL TUITION	0.00	805.00	6,455.00	0.00	(6,455.00)
01 1210	COOPERTIVE FUND	0.00	0.00	0.00	0.00	0.00
01 1330	TRANS FROM OTHER DIST-SP ED	0.00	0.00	0.00	0.00	0.00
01 1410	INTEREST ON INVESTMENT	0.00	325.09	2,573.06	0.00	(2,573.06)
01 1610	LOCAL LICENSE FEES	0.00	0.00	0.00	0.00	0.00
01 1810	COMMUNITY SERVICE ACTIVITIES-WELLNESS	0.00	0.00	0.00	0.00	0.00
01 1910	OTHER LOCAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00	0.00	0.00
01 1990	OTHER LOCAL RECEIPTS	0.00	304.50	3,934.12	0.00	(3,934.12)
01 1991	AIRTIME ROYALTY	0.00	0.00	0.00	0.00	0.00
01 1995	TEACHER SALARY-IN LOCAL	0.00	0.00	0.00	0.00	0.00
01 1996	EDUCATION GRANTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: LOCAL RECIEPTS	0.00	957,893.24	3,878,549.53	0.00	(3,878,549.53)
01 2110	FINES & LICENSE FEES	0.00	0.00	600.00	0.00	(600.00)
01 2130	OTHER COUNTY SOURCES	0.00	0.00	0.00	0.00	0.00
01 2140	NON-RES. HIGH SCHOOL TUITION	0.00	0.00	0.00	0.00	0.00
01 2210	ESU RECEIPTS	0.00	12,367.00	49,080.62	0.00	(49,080.62)
01 2510	INTEREST	0.00	0.00	0.00	0.00	0.00
	Subtotal: COUNTY AND ESU RECEIPTS	0.00	12,367.00	49,680.62	0.00	(49,680.62)
01 3110	STATE AID	0.00	27,565.35	248,088.15	0.00	(248,088.15)
01 3115	STATE PAYMENTS FOR TEACHER SAL	0.00	0.00	0.00	0.00	0.00
01 3120	SPECIAL ED. PROGRAMS	0.00	36,914.00	219,422.76	0.00	(219,422.76)
01 3125	SPECIAL ED. TRANSPORTATION	0.00	0.00	15,985.00	0.00	(15,985.00)
01 3135	HIGH ABILITY LEARNERS	0.00	0.00	2,342.00	0.00	(2,342.00)
01 3145	ENROLLMENT OPTION PROGRAM	0.00	0.00	0.00	0.00	0.00
01 3150	SCHOOL LUNCH STATE SHARE	0.00	0.00	0.00	0.00	0.00
01 3165	SPED PRESCHOOL-STATE	0.00	0.00	0.00	0.00	0.00
01 3180	PRO-RATA MOTOR VEHICLE	0.00	0.00	0.00	0.00	0.00
01 3190	OTHER STATE APPORTIONMENT	0.00	0.00	0.00	0.00	0.00
01 3191	ENROLLMENT OPTION	0.00	0.00	0.00	0.00	0.00
01 3200	STATE APPORTIONMENT	0.00	0.00	48,550.20	0.00	(48,550.20)
01 3300	IN-LIEU-OF-SCHOOL LAND TAX	0.00	0.00	0.00	0.00	0.00
01 3400	INSURANCE PREMIUM TAX	0.00	0.00	0.00	0.00	0.00
01 3500	MINI GRANT ED INNOVATION	0.00	0.00	0.00	0.00	0.00
01 3511	DISTANCE LEARNING REVENUE	0.00	0.00	0.00	0.00	0.00
01 3512	QUALITY ED GRANT	0.00	0.00	5,000.00	0.00	(5,000.00)
01 3550	RULE 88	0.00	0.00	0.00	0.00	0.00
01 3560	SATELLITE MATCHING GRANT	0.00	0.00	0.00	0.00	0.00
01 3990	OTHER STATE RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: STATE RECEIPTS	0.00	64,479.35	539,388.11	0.00	(539,388.11)
01 4200	TITLE I	0.00	0.00	0.00	0.00	0.00
01 4201	ACCOUNTIBILITY	0.00	0.00	0.00	0.00	0.00
01 4300	INNOVATION EDUCATION PROGRAM	0.00	0.00	0.00	0.00	0.00
01 4310	TITLE IIA	0.00	0.00	5,505.00	0.00	(5,505.00)
01 4400	TITLE VI-B BELOW AGE 5 SP ED	0.00	0.00	0.00	0.00	0.00
01 4401	SPED PRESCHOOL	0.00	0.00	0.00	0.00	0.00
01 4402	SPED PRESCHOOL TRANSPORTATION	0.00	0.00	0.00	0.00	0.00
01 4404	SPED BELOW AGE FIVE	0.00	0.00	0.00	0.00	0.00
01 4406	IDEA	0.00	0.00	0.00	0.00	0.00

**Revenue Summary Report**  
 Processing Month: 05/2016  
 MAY 2016 GENERAL FUND

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 4410	IDEA CURRENT AND CARRYOVER EXCESS	0.00	0.00	49,962.00	0.00	(49,962.00)
01 4411	CEIS	0.00	0.00	0.00	0.00	0.00
01 4412	IDEA	0.00	0.00	0.00	0.00	0.00
01 4450	MEDICAID IN PUBLIC SCHOOLS	0.00	0.00	0.00	0.00	0.00
01 4455	MAPS-ADMIN. OUTREACH	0.00	0.00	5,306.28	0.00	(5,306.28)
01 4580	EDUCATION JOBS	0.00	0.00	0.00	0.00	0.00
01 4599	ARRA STABILIZATION	0.00	0.00	0.00	0.00	0.00
01 4610	ARRA IDEA B PAYMENT	0.00	0.00	0.00	0.00	0.00
01 4630	ARRA PRESCHOOL	0.00	0.00	0.00	0.00	0.00
01 4690	PBIS	0.00	0.00	0.00	0.00	0.00
01 4699	IDEA	0.00	0.00	0.00	0.00	0.00
01 4700	FED VOC ED (CARL PERKINS)	0.00	0.00	3,062.09	0.00	(3,062.09)
01 4800	SCHOOL LUNCH-FEDERAL SHARE	0.00	0.00	0.00	0.00	0.00
01 4900	OTHER FEDERAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
01 4960	DRUG FREE SCHOOLS	0.00	0.00	0.00	0.00	0.00
01 4970	STAR GRANTS	0.00	0.00	0.00	0.00	0.00
01 4971	ARMS GRANT	0.00	0.00	0.00	0.00	0.00
01 4990	NE DEPT. OF ED-REAP PAYMENTS	0.00	0.00	2,000.00	0.00	(2,000.00)
01 4991	REAP GRANT	0.00	0.00	0.00	0.00	0.00
01 4992	REAP	0.00	0.00	0.00	0.00	0.00
01 4995	NON FED/STATE GRANTS	0.00	0.00	4,000.00	0.00	(4,000.00)
	Subtotal: FEDERAL RECEIPTS	0.00	0.00	69,835.37	0.00	(69,835.37)
01 5300	INSURANCE ADJUSTMENTS	0.00	0.00	6,301.98	0.00	(6,301.98)
01 5400	SALE OF PROPERTY	0.00	0.00	0.00	0.00	0.00
01 5500	TRANSFERS FROM OTHER FUND	0.00	0.00	500,000.00	0.00	(500,000.00)
01 5610	CASH BALANCE FROM MERGED DISTR	0.00	0.00	0.00	0.00	0.00
01 5690	OTHER NON-REVENUE RECEIPTS	0.00	112.60	773,505.97	0.00	(773,505.97)
	Subtotal: NON-REVENUE RECEIPTS	0.00	112.60	1,279,807.95	0.00	(1,279,807.95)
01 9000	NON-PROGRAM RECEIPTS	0.00	0.00	1,395.76	0.00	(1,395.76)
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	1,395.76	0.00	(1,395.76)
	Fund Total:	0.00	1,034,852.19	5,818,657.34	0.00	(5,818,657.34)

**Revenue Summary Report**  
Processing Month: 05/2016  
MAY 2016 GENERAL FUND

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	1,034,852.19	5,818,657.34	0.00	(5,818,657.34)

**SHELBY-RISING CITY PUBLIC SCHOOL  
FINANCIAL REPORT  
GENERAL FUND - PETTY CASH**

**Balance 05/01/16            \$ 10,038.43**

**RECEIPTS:**

General Fund Reimbursement	\$	102.99
MetLife	\$	2,424.02
CRC schlorship, polk co foundation - Scheuth		
Pinn Bank Jurgensen,PK field trip	\$	1,122.00

**Total Receipts:            \$ 3,649.01**

**DISBURSEMENTS:**

Lincoln Zoo	\$	80.00
Lincoln Childrens Museum	\$	110.00
Wal-Mart	\$	96.71
Rick's Body Shop	\$	2,424.02
Wal-Mart	\$	18.78
Shelby Post Master	\$	84.46

**Total Disbursements:    \$ 2,813.97**

**Balance: 05/31/16            \$ 10,873.47**

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**SHELBY-RISING CITY PUBLIC SCHOOL  
FINANCIAL REPORT  
FLEX ACCOUNT**

**Beginning Balance 05/01/16:**        \$        6,689.87

**Receipts:**

General Fund                                \$    4,301.15

**Total Received:**    \$        4,301.15

**Transfers:**

In from Petty Cash                                \$                -

**Expended Out:**

Monthly Claims                                \$      133.41

Monthly Claims                                \$      540.10

Monthly Claims                                \$      516.61

Monthly Claims                                \$      537.66

**Total Expended Out:**    \$        1,727.78

**Ending Balance 05/31/16:**        \$        9,263.24

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**SHELBY-RISING CITY PUBLIC SCHOOL  
FINANCIAL REPORT  
GENERAL FUND - BOND FUND**

**Balance 05/01/16            \$ 277,019.52**

**RECEIPTS:**

Polk Co. Treas.	\$ 129,759.32
Interest	\$        72.27

**Total Receipts:            \$ 129,831.59**

**DISBURSEMENTS:**

127 First National Bank Fremont	\$ 137,066.25
128 First National Bank Fremont	\$  54,935.60

**Total Disbursements:    \$ 192,001.85**

**Balance: 05/31/16            \$ 214,849.26**

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# SUMMARY SHEET

May 31, 2016

<b>Account Name:</b>	<b>Amount</b>	<b>Amount to CD</b>
General Fund	\$ 1,784,140.10	
General Fund Savings	\$ 9,035.76	
Lunch Fund	\$ 22,444.07	
Petty Cash Fund	\$ 10,873.47	
Building/Sinking Fund	\$ 8,824,974.31	
Depreciation Fund	\$ 348,590.91	\$ 172,000.00
<u>Total of Accounts</u>	<u>\$ 11,000,058.62</u>	<u>\$ 172,000.00</u>
<u>Total of All Accounts</u>		<u>\$ 11,172,058.62</u>

## Other Accounts:

Flex Account	\$ 9,263.24
Cooperative Fund (no report generated)	\$ 0.10
Bond Redemption	\$ 214,849.26

**SHELBY PUBLIC SCHOOL**  
**FINANCIAL REPORT**  
**GENERAL FUND**

Balance:                      05/01/16 \$ 1,224,079.94

**RECEIPTS:**

Pre-School - fees	\$	805.00
Butler Co. Treas. - local taxes	\$	300,850.26
Savings interest -	\$	0.72
Polk Co. Treasurer - Local taxes	\$	655,608.39
State of NE - SPED S.A.	\$	36,914.00
Bais Yaakov-fax settlement	\$	112.60
ESU 7 - NETA reg., AccProf Dev. Reimb.	\$	12,367.00
Village of Shelby-library expense	\$	304.50
Petty Cash-interest	\$	1.96
State of NE - State Aid	\$	27,565.35
Bank interest	\$	322.41
Hot Lunch Fund - salaries	\$	7,529.01

Total Receipts:                      \$ 1,042,381.20

**SAVINGS - TRANSFERS (IN/OUT)**

**DISBURSEMENTS:**

General Fund Bills	\$	97,656.03
Payroll	\$	385,625.61
Void checks		-960.60

Total Disbursements:                      \$ 482,321.04

Balance:                      05/31/15 \$ 1,784,140.10

Balance in Checking Account 05/31/16	\$	1,784,140.10
Savings Account	\$	109,000.00
Certificates of Deposit	\$	400,000.00
<b>Total General Fund Assets 05/31/16</b>	<b>\$</b>	<b>2,293,140.10</b>

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**SHELBY PUBLIC SCHOOL  
FINANCIAL REPORT  
DEPRECIATION FUND  
May 31, 2016**

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	Beginning Balance:	\$	348,382.77
<b>RECEIPTS:</b>			
CD interest	\$	70.68	
Interest	\$	137.46	
<u>Total Receipts:</u>		\$	208.14
<b>DISBURSEMENTS:</b>			
<u>Total Disbursements:</u>		\$	-
	Ending Balance:	\$	348,590.91

SHELBY PUBLIC SCHOOL  
FINANCIAL REPORT  
DEPRECIATION ACCOUNT  
(Total of All Accounts & CD's)

**Totals:**

Total Depreciation Account:	\$ 348,590.91
Certificate of Deposit:	<u>\$ 172,000.00</u>
Total Depreciation and Certificate of Deposit	\$ 520,590.91

5/31/2016

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**SHELBY PUBLIC SCHOOL**  
**FINANCIAL REPORT**  
**LUNCH FUND**

**Beginning Balance 05/01/16**

**\$ 19,477.01**

**RECEIPTS:**

	<b>AMOUNT</b>
Family Receipts	\$ 3,338.90
KD Milk Money	\$ 55.60
Federal Reimbursements	\$ 9,769.88
Other Lunch/Milk Money Receipts	\$ 44.15
Activity Fund	
Interest	\$ <u>6.46</u>
<b><u>Total Receipts</u></b>	<b><u>\$ 13,214.99</u></b>

**DISBURSEMENTS:**

<b>Name:</b>	<b>Ck No.</b>	<b>AMOUNT</b>
Earthgrains - bread	2582	\$ 237.80
Hiland Dairy - milk	2583	\$ 822.22
Shelby Food Mart-groceries	2584	\$ 48.65
SRC General Rund - Reimb salaries	2585	\$ 7,529.01
Wemhoff Refrigeration-repair	2586	\$ 899.53
Staples-kitchen supplies	2587	\$ 328.46
The Thompson Co.-food supplies	2588	\$ 382.26
		<b><u>\$ 10,247.93</u></b>

**Ending Balance 05/31/16**

**\$ 22,444.07**

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**SHELBY-RISING CITY PUBLIC SCHOOL**  
**FINANCIAL REPORT**  
**STUDENT ACTIVITY FUND**

**Balance:            5/1/2016            \$95,845.73**

**RECEIPTS:**

Total Receipts	\$ 9,641.81
Voided Checks #9590&9615	\$ 303.90

**Total Receipts:            \$ 9,945.71**

**DISBURSEMENTS:**

Total Disbursements	\$ 16,725.00
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**Total Disbursements:        \$ 16,725.00**

**Balance:            5/31/2016        \$ 89,066.44**

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Balance of Account:	\$ 89,066.44
Certificate of Deposit at Pinnacle Bank	\$ 38,000.00
Total in Activity Fund Checking	<b><u>\$ 51,066.44</u></b>

Certificate of Deposit at Corner Stone Bank	\$ 100,000.00
<b>Total of CD and Activity Fund Checking</b>	<b><u>\$ 179,070.33</u></b>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 05 ACTIVITIES FUND</b>				
<u>Current Assets</u>				
05 101	CASH/ACTIVITY FUND	95,845.73	(6,779.29)	89,066.44
	Current Assets Subtotal:	95,845.73	(6,779.29)	89,066.44
Total Assets and Deferred Outflows of Resources:		95,845.73	(6,779.29)	89,066.44
<u>Other Liabilities</u>				
05 402	AP	0.00	0.00	0.00
05 603	PO	0.00	0.00	0.00
05 694	Less PO	0.00	0.00	0.00
05 696	Less AP	0.00	0.00	0.00
	Other Liabilities Subtotal:	0.00	0.00	0.00
<u>Fund Balance</u>				
05 704 0401	FUND BALANCE/ATHLETIC	19,423.35	114.86	19,538.21
05 704 0402	FUND BALANCE/CONCESSION	6,670.91	(6,635.91)	35.00
05 704 0403	FUND BALANCE/HONOR SOCIETY	71.96	661.50	733.46
05 704 0404	FUND BALANCE/S-CLUB	3,438.30	707.12	4,145.42
05 704 0405	FUND BALANCE/CLASS OF 2019	693.00	793.07	1,486.07
05 704 0406	FUND BALANCE/CLASS OF 2017	1,135.78	1,473.66	2,609.44
05 704 0407	FUND BALANCE/JUST FOR KIDS	2,221.35	150.00	2,371.35
05 704 0408	FUND BALANCE/CLASS OF 2016	1,863.50	(667.01)	1,196.49
05 704 0409	FUND BALANCE/CLASS OF 2018	3,501.90	756.07	4,257.97
05 704 0410	FUND BALANCE/YEARBOOK	1,216.15	1,727.03	2,943.18
05 704 0411	FUND BALANCE/MUSIC	(615.23)	0.00	(615.23)
05 704 0412	FUND BALANCE/STUDENT COUNCIL	2,638.93	756.07	3,395.00
05 704 0413	FUND BALANCE/POWER DRIVE	(10,010.34)	0.00	(10,010.34)
05 704 0414	FUND BALANCE/ART CLASS	20.77	0.00	20.77
05 704 0415	FUND BALANCE/DANCE TEAM	1,470.05	(80.00)	1,390.05
05 704 0416	FUND BALANCE/MEMORIALS	2,244.31	0.00	2,244.31
05 704 0417	FUND BALANCE/D&A PREVENTION	2,596.52	0.00	2,596.52
05 704 0418	FUND BALANCE/SHOP	5,065.07	3,699.48	8,764.55
05 704 0419	FUND BALANCE/JRHI STU. COUNCIL	3,672.15	0.00	3,672.15
05 704 0420	FUND BALANCE/INTEREST	1,165.23	(829.36)	335.87
05 704 0421	FUND BALANCE/BOOK-IT	1,032.38	72.80	1,105.18
05 704 0422	FUND BALANCE/SPEECH AND DRAMA	(6,363.04)	812.00	(5,551.04)
05 704 0423	FUND BALANCE/LAP TOP LEASE FEE	2,397.84	(774.95)	1,622.89
05 704 0424	FUND BALANCE/BAND UNIFORM DONATIONS	200.65	0.00	200.65
05 704 0425	FUND BALANCE/WELLNESS CENTER	17,364.24	0.00	17,364.24
05 704 0426	FUND BALANCE/FBLA	2,273.77	(459.93)	1,813.84
05 704 0427	FUND BALANCE/STAFF DEVELOPMENT	9,008.59	(3,364.64)	5,643.95
05 704 0428	FUND BALANCE/QUIZ BOWL	(905.00)	0.00	(905.00)
05 704 0429	FUND BALANCE/ ALUMNI	52.26	0.00	52.26
05 704 0430	FUND BALANCE/VIDEO BOARD	11,976.78	0.00	11,976.78

**Balance Sheet**  
Period Ending: May 2016  
MAY 2016 ACTIVITY FUND

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
05 704 0431	FUND BALANCE- FFA	11,579.80	(3,917.80)	7,662.00
05 704 0432	FUND BALANCE CIRCLE OF FRIENDS	(1,256.20)	(1,773.35)	(3,029.55)
	Fund Balance Subtotal:	<u>95,845.73</u>	<u>(6,779.29)</u>	<u>89,066.44</u>
<u>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</u>		<u>95,845.73</u>	<u>(6,779.29)</u>	<u>89,066.44</u>

- 38,000  
51,066.44

Activity Fund Balance Report - Detail - Exclude Encumbrances  
05/2016 - 05/2016  
MAY 2016 ACTIVITY FUND

Fund: 05 ACTIVITIES FUND

Chart of Account Number	Entry Date	JR	Reference #	Chart of Account Description	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Balance Change	Balance
05 704 0401				FUND BALANCE/ATHLETIC				*Previous Balance				19,423.35
05 704 0401				FUND BALANCE/ATHLETIC								
05 1700 401				ACTIVITIES REC/ATHLETIC								
05/23/2016	CR		4796	B CLUB GYM MAT, STATE TRACK & GOLF					0.00	1,700.00		
05/23/2016	CR		4801	JH GATE & RECEIPTS FOR 2015-2016					0.00	588.00		
05 2190 410 0 401				SUPPLIES/ATHLETIC								
05/02/2016	CD		5216	DISTRICT TRACK ENTRY FEE		9616		CROSS COUNTY COMMUNITY SCHOOL	40.00	0.00		
05/04/2016	CD		5416	CRC GOLF ENTRY FEE		9622		OSCEOLA PUBLIC SCHOOL	45.00	0.00		
05/10/2016	CD		051016	MEASURING TAPE		9625		AMAZON	13.94	0.00		
05/16/2016	CD		51616	DISTRICT BOYS GOLF ENTRY FEE		9628		LINCOLN LUTHERN HIGH SCHOOL	80.00	0.00		
05/16/2016	CD		27081	RSCHOOL SCHEDULE ANNUAL FEE		9629		RSCHOOL TODAY	250.00	0.00		
05/18/2016	CD		51816	YEARLY SUBSCRIPTION		9631		HUSKERLAND PREP REPORT	64.00	0.00		
05/24/2016	CD		52416	REIMB FB CLINIC & GOLF RANGE BALLS		9636		RIGGS, JON	90.00	0.00		
05/24/2016	CD		52416	FEE FOR 2016 HIGH SCHOOL GOLF SEASON		9644		RYAN HILL GOLF COURSE	700.00	0.00		
05/25/2016	CD		NNC749398-AXONNC7493	135 LB & 165 LB VAULT POLES		9648		NEBRASKA SPORTS	940.20	0.00		
05/27/2016	CD		41816 Void Check	GOLF ENTRY FEE		9590		DAVID CITY PUBLIC SCHOOL	(50.00)	0.00		
05 704 0401				FUND BALANCE/ATHLETIC				*Current Activity				114.86
05 704 0402				FUND BALANCE/CONCESSION				*Ending Balance:	2,173.14	2,288.00	0.00	19,538.21
05 1700 402				FUND BALANCE/CONCESSION				*Previous Balance				6,670.91
05/23/2016	CR		4795	ACTIVITIES REC/CONCESSION								
05/23/2016	CR		4795	GIRLS ON THE RUN, CONCESSION DRAWER					0.00	35.00		
05 2190 410 0 402				SUPPLIES/CONCESSION								
05/27/2016	GJ		1	CONCESSION SPLIT					756.07	0.00		
05/27/2016	GJ		2	CONCESSION SPLIT					756.07	0.00		
05/27/2016	GJ		3	CONCESSION SPLIT					756.07	0.00		
05/27/2016	GJ		4	CONCESSION SPLIT					756.07	0.00		
05/27/2016	GJ		5	CONCESSION SPLIT					622.35	0.00		
05/27/2016	GJ		6	CONCESSION SPLIT					756.07	0.00		
05/27/2016	GJ		7	CONCESSION SPLIT					756.07	0.00		
05/27/2016	GJ		8	CONCESSION SPLIT					756.07	0.00		
05/27/2016	GJ		9	CONCESSION SPLIT					756.07	0.00		
05 704 0402				FUND BALANCE/CONCESSION				*Current Activity				(6,635.91)

Fund: 05 ACTIVITIES FUND

MAY 2016 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Entity Name	Expenses	Revenues	Balance Change	Balance			
Entry Date	JR	Reference #	Check Acct	Check #	Description	Ending Balance:	Previous Balance	Current Activity	Ending Balance:
05 704 0403			FUND BALANCE/HONOR SOCIETY			*Ending Balance:			
05 704 0403			FUND BALANCE/HONOR SOCIETY			*Previous Balance			
05 1700 403			ACTIVITIES REC/HONOR SOCIETY						
05/23/2016	CR	4790	POP MACHINE REVENUE			0.00		39.15	
05/27/2016	GJ	5A	CONCESSION SPLIT			0.00		622.35	
05 704 0403			FUND BALANCE/HONOR SOCIETY			*Current Activity			661.50
05 704 0404			FUND BALANCE/S-CLUB			*Ending Balance:			733.46
05 704 0404			FUND BALANCE/S-CLUB			*Previous Balance			3,438.30
05 1700 404			ACTIVITIES REC/S-CLUB						
05/27/2016	GJ	7A	CONCESSION SPLIT			0.00		756.07	
05 2190 410 0 404			SUPPLIES/S-CLUB						
05/24/2016	CD	60557	5 9645 DEDICATED ATHLETE PLAQUE			48.95		0.00	
05 704 0404			FUND BALANCE/S-CLUB			*Current Activity			707.12
05 704 0405			FUND BALANCE/CLASS OF 2019			*Ending Balance:			4,145.42
05 704 0405			FUND BALANCE/CLASS OF 2019			*Previous Balance			693.00
05 1700 405			ACTIVITIES REC/CLASS OF 2019						
05/23/2016	CR	4792	TRASH BAG SALES			0.00		37.00	
05/27/2016	GJ	1A	CONCESSION SPLIT			0.00		756.07	
05 704 0405			FUND BALANCE/CLASS OF 2019			*Current Activity			793.07
05 704 0406			FUND BALANCE/CLASS OF 2017			*Ending Balance:			1,486.07
05 704 0406			FUND BALANCE/CLASS OF 2017			*Previous Balance			1,135.78
05 1700 406			ACTIVITIES REC/CLASS OF 2017						
05/23/2016	CR	4799	PROM			0.00		725.99	
05/27/2016	GJ	3A	CONCESSION SPLIT			0.00		756.07	
05 2190 410 0 406			SUPPLIES/CLASS OF 2017						
05/09/2016	CD	67993	5 9624 PCV PIPE FOR PROM			8.40		0.00	
05 704 0406			FUND BALANCE/CLASS OF 2017			*Current Activity			1,473.66
05 704 0407			FUND BALANCE/CLASS OF 2017			*Ending Balance:			2,609.44
05 704 0407			FUND BALANCE/CLASS OF 2017			*Previous Balance			2,221.35
05 1700 407			ACTIVITIES REC/CLASS OF 2017						
05/23/2016	CR	4793	CRC OFFICER DUES & OTHER			0.00		150.00	
05 704 0407			FUND BALANCE/CLASS OF 2017			*Current Activity			150.00

Fund: 05 ACTIVITIES FUND

Chart of Account Number	Entry Date	JR	Reference #	Chart of Account Description	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Balance Change	Balance
05 704 0408				FUND BALANCE/CLASS OF 2016				*Ending Balance:	0.00	150.00	0.00	2,371.35
05 704 0408				FUND BALANCE/CLASS OF 2016				*Previous Balance				1,863.50
05 1700 408				ACTIVITIES REC/CLASS OF 2016								
05/27/2016	GJ	4A		CONCESSION SPLIT					0.00	756.07		
05 2190 410 0 408				SUPPLIES/CLASS OF 2016								
05/03/2016	CD	5316		5 9620 SENIOR TRIP				DAVE AND BUSTERS	1,160.96	0.00		
05/03/2016	CD	5316		5 9621 SENIOR TRIP				MARCUS MAJESTIC CINEMA	142.12	0.00		
05/03/2016	CD	5316		5 9619 CASH FOR SENIOR TRIP - \$6 PER STUDENT				ADA NOYD	120.00	0.00		
05 704 0408				FUND BALANCE/CLASS OF 2016				*Current Activity				(667.01)
05 704 0409				FUND BALANCE/CLASS OF 2018				*Ending Balance:	1,423.08	756.07	0.00	1,196.49
05 704 0409				FUND BALANCE/CLASS OF 2018				*Previous Balance				3,501.90
05 1700 409				ACTIVITIES REC/CLASS OF 2018								
05/27/2016	GJ	2A		CONCESSION SPLIT					0.00	756.07		
05 704 0409				FUND BALANCE/CLASS OF 2018				*Current Activity				756.07
05 704 0410				FUND BALANCE/CLASS OF 2018				*Ending Balance:	0.00	756.07	0.00	4,257.97
05 704 0410				FUND BALANCE/CLASS OF 2018				*Previous Balance				1,216.15
05 1700 410				ACTIVITIES REC/CLASS OF 2018								
05/23/2016	CR	4797		YEARBOOK & MS MEMORY BOOK					0.00	1,335.00		
05/27/2016	GJ	8A		CONCESSION SPLIT					0.00	756.07		
05 2190 410 0 410				SUPPLIES/CLASS OF 2016								
05/24/2016	CD	1019853		5 9643 MS MEMORY BOOK FINAL PAYMENT				WALSORTH PUBLISHING CO.	364.04	0.00		
05 704 0410				FUND BALANCE/CLASS OF 2016				*Current Activity				1,727.03
05 704 0411				FUND BALANCE/CLASS OF 2016				*Ending Balance:	364.04	2,091.07	0.00	2,943.18
05 704 0411				FUND BALANCE/CLASS OF 2016				*Previous Balance				(615.23)
05 1700 411				ACTIVITIES REC/CLASS OF 2016								
05/27/2016	GJ	6A		CONCESSION SPLIT					0.00	0.00		(615.23)
05 704 0412				FUND BALANCE/CLASS OF 2016				*Ending Balance:	0.00	0.00	0.00	2,638.93
05 704 0412				FUND BALANCE/CLASS OF 2016				*Previous Balance				2,638.93
05 1700 412				ACTIVITIES REC/CLASS OF 2016								
05/27/2016	GJ	6A		CONCESSION SPLIT					0.00	756.07		
05 704 0412				FUND BALANCE/CLASS OF 2016				*Current Activity				756.07
05 704 0413				FUND BALANCE/CLASS OF 2016				*Ending Balance:	0.00	756.07	0.00	3,395.00
05 704 0413				FUND BALANCE/CLASS OF 2016				*Previous Balance				(10,010.34)

Fund: 05 ACTIVITIES FUND

MAY 2016 ACTIVITY FUND

Chart of Account Number	Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Balance Change	Balance
05 704 0414						FUND BALANCE/ART CLASS	*Ending Balance:	0.00	0.00	0.00	(10,010.34)
05 704 0415						FUND BALANCE/DANCE TEAM	*Previous Balance:	0.00	0.00	0.00	20.77
05 704 0415						FUND BALANCE/DANCE TEAM	*Ending Balance:	0.00	0.00	0.00	20.77
05 2190 410 0 415						SUPPLIES/DANCE TEAM	*Previous Balance:				1,470.05
05/02/2016	CD	5216				5 9617 DANCE TEAM TRY OUT JUDGE	LENIHAN, MOLLY	40.00	0.00		
05/02/2016	CD	5216				5 9618 DANCE TEAM TRY OUT JUDGE	STEINER, BRITTANY	40.00	0.00		
05 704 0415						FUND BALANCE/DANCE TEAM	*Current Activity				(80.00)
05 704 0416						FUND BALANCE/MEMORIALS	*Ending Balance:	80.00	0.00	0.00	1,390.05
05 704 0417						FUND BALANCE/D&A PREVENTION	*Previous Balance:	0.00	0.00	0.00	2,244.31
05 704 0418						FUND BALANCE/SHOP	*Ending Balance:	0.00	0.00	0.00	2,244.31
05 1700 418						ACTIVITIES REC/SHOP	*Previous Balance:				2,596.52
05/23/2016	CR	4798				SHOP PROJECTS	*Ending Balance:	0.00	0.00	0.00	2,596.52
05 704 0418						FUND BALANCE/SHOP	*Previous Balance:	0.00	3,699.48		5,065.07
05 704 0419						FUND BALANCE/JRHI STU. COUNCIL	*Current Activity				3,699.48
05 704 0420						FUND BALANCE/INTEREST	*Ending Balance:	0.00	3,699.48	0.00	8,764.55
05 1700 420						ACTIVITIES REC/INTEREST	*Previous Balance:				3,672.15
05/17/2016	CR	1				BANK INTEREST	*Ending Balance:	0.00	0.00	0.00	3,672.15
05/31/2016	CR	2				BANK INTEREST	*Previous Balance:	0.00	7.81		1,165.23
05 2190 410 0 420						SUPPLIES/INTEREST	*Current Activity	0.00	12.83		
05/16/2016	CD	51616				5 9630 2016-2017 MEMBERSHIP FEE FOR ACTIVITIES	NE SCHOOL ACTIVITY ASSOCIATION	850.00	0.00		
05 704 0420						FUND BALANCE/INTEREST	*Ending Balance:	850.00	0.00	0.00	(829.36)
05 704 0421						FUND BALANCE/BOOK-IT	*Current Activity				335.87
05 1700 421						ACTIVITIES REC/BOOK-IT	*Ending Balance:	850.00	20.64	0.00	335.87
05/23/2016	CR	4794				BOX TOPS, TARGET, TOP	*Previous Balance:	0.00	72.80		1,032.38

**Fund: 05 ACTIVITIES FUND**

Chart of Account Number		Chart of Account Description		Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description			
05 704 0421			FUND BALANCE/BOOK-IT	*Current Activity	0.00	72.80	0.00	72.80
			READER BOOK ORDER	*Ending Balance:				1,105.18
05 704 0422			FUND BALANCE/SPEECH AND DRAMA	*Previous Balance				(6,363.04)
05 704 0422			FUND BALANCE/SPEECH AND DRAMA					
05 1700 422			ACTIVITIES REC/SPEECH AND DRAMA					
05/23/2016	CR	4789	ALL SCHOOL PLAY		0.00	812.00		
05 704 0422			FUND BALANCE/SPEECH AND DRAMA	*Current Activity				812.00
				*Ending Balance:	0.00	812.00	0.00	(5,551.04)
05 704 0423			FUND BALANCE/LAP TOP LEASE FEE	*Previous Balance				2,397.84
05 704 0423			FUND BALANCE/LAP TOP LEASE FEE					
05 2190 410 0 423			SUPPLIES/LAP TOP LEASE FEE					
05/24/2016	CD	42126	5 9642 MACBOOK AIR REPAIRS	OLIVA AUDIO-VISUAL REPAIR	774.95	0.00		
05 704 0423			FUND BALANCE/LAP TOP LEASE FEE	*Current Activity				(774.95)
				*Ending Balance:	774.95	0.00	0.00	1,622.89
05 704 0424			FUND BALANCE/BAND UNIFORM DONATIONS	*Previous Balance				200.65
				*Ending Balance:	0.00	0.00	0.00	200.65
05 704 0425			FUND BALANCE/WELLNESS CENTER					
				*Ending Balance:	0.00	0.00	0.00	17,364.24
05 704 0426			FUND BALANCE/FBLA					
05 704 0426			FUND BALANCE/FBLA					
05 1700 426			ACTIVITIES REC/FBLA					
05/23/2016	CR	4791	BEEF STICK SALES		0.00	92.00		
05/27/2016	GJ	9A	CONCESSION SPLIT		0.00	756.07		
05 2190 410 0 426			SUPPLIES/FBLA					
05/25/2016	CD	4173	5 9646 RMS FOR STATE FBLA	RAMADA PLAZA OMAHA HOTEL	1,308.00	0.00		
05 704 0426			FUND BALANCE/FBLA	*Current Activity				(459.93)
				*Ending Balance:	1,308.00	848.07	0.00	1,813.84
05 704 0427			FUND BALANCE/STAFF DEVELOPMENT	*Previous Balance				9,008.59
05 704 0427			FUND BALANCE/STAFF DEVELOPMENT					
05 2190 410 0 427			SUPPLIES/STAFF DEVELOPMENT					
05/06/2016	CD	859540	5 9623 STAFF DINNER	REGS 7-MILE	1,142.70	0.00		
05/10/2016	CD	051016	5 9627 FLOWERS FOR FUNERAL	CAPITAL ONE	62.94	0.00		
05/10/2016	CD	051016	5 9626 STAFF POLOS	FIRST BANK CARD	2,159.00	0.00		
05 704 0427			FUND BALANCE/STAFF DEVELOPMENT	*Current Activity				(3,364.64)
				*Ending Balance:	3,364.64	0.00	0.00	5,643.95

Activity Fund Balance Report - Detail - Exclude Encumbrances  
05/2016 - 05/2016  
MAY 2016 ACTIVITY FUND

Fund: 05 ACTIVITIES FUND

Chart of Account Number	Entry Date	JR	Reference #	Chart of Account Description	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Balance Change	Balance
05 704 0428	05/23/2016	CR	4800	FUND BALANCE/QUIZ BOWL				*Previous Balance	0.00	0.00	0.00	(905.00)
								*Ending Balance:				(905.00)
05 704 0429				FUND BALANCE/ ALUMINI				*Previous Balance	0.00	0.00	0.00	52.26
								*Ending Balance:				52.26
05 704 0430				FUND BALANCE/VIDEO BOARD				*Previous Balance	0.00	0.00	0.00	11,976.78
								*Ending Balance:				11,976.78
05 704 0431				FUND BALANCE- FFA				*Previous Balance	0.00	0.00	0.00	11,579.80
05 704 0431				FUND BALANCE- FFA								
05 1700 0431	05/23/2016	CR	4800	ACTIVITIES REC/FFA			BANQUET, JH T-SHIRTS, SUCKERS		0.00	334.75		
05 2190 410 0 431	05/18/2016	CD	51816	SUPPLIES/FFA								
				5	9632		LODGING & BREAKFAST - COLT CONFERENCE	LEADERSHIP CENTER, THE	274.50	0.00		
				5	9633		COLT CONFERENCE	NEBRASKA FFA ASSOCIATION	358.00	0.00		
				5	9615		JH EVENT - WRISTBANDS & SOCKS	DEFY GRAVITY	(253.90)	0.00		
				5	9641		FFA BANQUET CATERING	HYVEE	1,103.36	0.00		
				5	9639		JH FFA ACTIVITY	DEFY GRAVITY	223.16	0.00		
				5	9638		FRUIT & CHEESE BOXES	BROKEN BOW FFA	313.50	0.00		
				5	9640		STATE FFA HORSE EVALUATION CONTEST	NEBRASKA STATE FFA EQUINE JUDGING CONTEST	30.00	0.00		
				5	9649		SNACKS FOR MEETING & MASON JARS	WAL-MART	58.02	0.00		
				5	9647		FFA ITEMS FOR BANQUET & MISC	NATIONAL FFA ORGANIZATION	2,145.91	0.00		
05 704 0431				FUND BALANCE- FFA				*Current Activity				(3,917.80)
								*Ending Balance:	4,252.55	334.75	0.00	7,662.00
05 704 0432				FUND BALANCE CIRCLE OF FRIENDS				*Previous Balance				(1,256.20)
05 704 0432				FUND BALANCE CIRCLE OF FRIENDS								
05 2190 410 0 432	05/24/2016	CD	52416	SUPPLIES /CIRCLE OF FRIENDS								
				5	9635		REIMB FOR CIRCLE OF FRIENDS EVENTS	STEWART, STACY	773.35	0.00		
				5	9634		REIMB FOR CIRCLE OF FRIENDS EVENTS	ZIEMBA, LORI	1,000.00	0.00		
05 704 0432				FUND BALANCE CIRCLE OF FRIENDS				*Current Activity				(1,773.35)
								*Ending Balance:	1,773.35	0.00	0.00	(3,029.55)
								Fund Total:	23,092.01	16,312.72	0.00	89,066.44

Check #	Vendor Name	Amount
<b>Checking</b>	<b>1 Fund: 01 GENERAL FUND</b>	
34621	A&B GRILL 'N BAR	96.00
34622	AdvancED	825.00
34623	AMAZON	77.08
34624	BIRCH TELECOM	139.51
34625	BLACK HILLS ENERGY	440.33
34626	BOYS TOWN	3,849.16
34627	BRAASCH, JANICE	797.50
34628	BUTLER PUBLIC POWER DISTRICT	920.93
34629	CAPITAL ONE	126.61
34630	CDW-GOVERNMENT	48.25
34631	CENTRAL NEBRASKA REHABILITATION SERVICES	4,113.03
34632	CENTRAL VALLEY AG	491.66
34633	COLUMBUS PUBLIC SCHOOL	2,501.00
34634	COLUMBUS TELEGRAM	110.74
34635	CONSTELLATION ENERGY	1,100.43
34636	CUBBYS CORPORATE OFFICE	1,258.07
34637	CULLIGAN	138.50
34639	E.S.U. #7	1,187.34
34640	EAKES OFFICE SOLUTIONS	1,093.94
34641	EDUCATIONAL SERVICE UNIT #7	9,672.64
34642	EGAN SUPPLY CO.	2,360.97
34643	EVERYTHING MEDICAL LLC	199.80
34644	GENERAL FUND-PETTY CASH	635.95
34645	HILDERBRAND, NICOLE	228.10
34646	HOEGERL, MELANIE	352.50
34647	HOMETOWN LEASING	442.64

34648	HOTSY EQUIPLMENT CO./A NE. CORP.	139.00
34649	HOUGHTON MIFFLIN CO	19,859.61
34650	JACKSON SERVICES, INC	211.02
34651	JOSTENS	15.00
34652	JOSTENS	43.74
34653	MATHESON TRI-GAS INC.	413.54
34654	MATHIS, AARON	71.28
34655	MCILNAY & COMPANY	106.48
34656	MENARDS	30.16
34657	MID-AMERICAN RESEARCH CHEMICAL	4,956.60
34658	NASSP	385.00
34659	NE COUNCIL OF SCHOOL ADM.	1,665.00
34660	NORTHWEST EVALUATION ASSOCIATION	4,612.50
34661	OFFICENET	177.00
34662	OMAHA WORLD-HERALD	164.08
34663	ORKIN PEST CONTROL	68.72
34664	PAPER 101	2,926.85
34665	PAY FLEX	128.70
34666	POLK CO. RURAL PUBLIC POWER DISTRICT	5,788.04
34667	POLK COUNTY HEALTH DEPARTMENT	1,642.76
34668	POLK COUNTY NEWS	83.40
34669	PYRAMID SCHOOL PRODUCTS	16.44
34670	RICK'S BODY SHOP	125.00
34671	RISING CITY POST OFFICE	110.00
34672	SCHOOL SPECIALITY	680.66
34673	SECTORNOW, LLC	2,338.00
34674	SHELBY AUTO CLINIC	628.26

**Board Report With Checks**  
**JUNE 2016 GENERAL FUND INVOICES**

Amount

34675 SHELBY LUMBER CO.	351.83
34676 STAPLES ADVANTAGE	179.10
34677 STEWART, STACY	132.50
34678 STROMSBURG WATER & CONDITIONING INC.	58.00
34679 TRIPLE S SERVICE	118.50
34680 TRUCK CENTER COMPANIES	3,356.87
34681 UNIVERSITY OF NE-LINCOLN	740.00
34682 VERIZON WIRELESS	104.68
34683 VILLAGE OF SHELBY	621.74
34684 WEMHOFF REFRIGERATION, INC. REFRIGERATION-HEATING-A/C	219.26
34685 WESELY ELECTRIC	1,287.70
34686 WINDSTREAM	561.13
34687 DEB DOEHLING	366.48

<b>Fund Total:</b>	<b>88,692.31</b>
<b>PayRoll:</b>	<b>364,136.24</b>
<b>Total:</b>	<b>452,828.55</b>

Batch Description: JUNE 2016 GENERAL FUND INVOICES #2  
Vendor ID: **DOEHLING**    **DOEHLING, DEB**

Processing Month: 06/2016  
PO Number:

Invoice Number: **61316**    Amount: **366.48**

Description:    Sequence: 1    Check Type:    Detail Description    Invoice Date: 06/13/2016    Due Date: 06/13/2016    Status: A    1099 Amount: 0.00  
Chart of Account Number    Detail Amount    1099 Detail Amount    Asset/Asset Tag    Check Number:    Check Date:

01 1195 630 0 000    366.48    N    366.48    In Full

Batch 1099 Total:    0.00    Batch Total:    366.48

Report 1099 Total:    0.00    Report Total:    366.48

REIMB FOR HOTEL RM - NETA





## School Law Seminar | Get Legal! | June 9 & 10 | Kearney

Online registration will be open until Friday, June 3. After Friday, you may still register on-site at the Holiday Inn in Kearney Friday morning, June 10. This annual conference is targeted at board members, superintendents, ESU administrators, and attorneys across Nebraska. Thursday evening, meet and greet your peers at the exhibitor reception from 6:00 to 7:30 PM, and a hospitality suite following. Friday sessions begin at 8:00 AM. Register now and see the entire agenda at [www.NASBonline.org](http://www.NASBonline.org)



## School Negotiations & Open Meetings Workshops | June-August

NASB and Sparq Data Solutions are hosting two workshops, in nine locations throughout the state, covering two important public school issues, School Negotiations and Open Meetings. We welcome you to attend both workshops or whichever one fits your needs. Learn more, and register at [www.NASBonline.org](http://www.NASBonline.org)



## Call for Legislative Submissions | Due July 1

As a board member, an elected official, and a community leader, you are in an excellent position to educate and influence the legislative process. NASB lobbies in support of the school boards, guided by the legislative agenda that is developed by YOU, then approved by NASB's Legislation Committee from these submissions. To have a say in future legislation visit the Government Relations page of [www.NASBonline.org](http://www.NASBonline.org) to send us your ideas.

## SUMMER WORKSHOPS | JULY 2016



## Candidate Forum | July 7, 12, 14 & 19

The Candidate Forums are designed to inform individuals who have filed for board member candidacy of their role on the board. This forum is free, and we highly encourage candidates in your district to attend. The forum will run from 6:00 to 7:30 PM, on the following dates: July 7 in Norfolk, July 12 in Gering, July 14 in Kearney, and July 19 in La Vista. To register, or share this with candidates from your district, visit [www.NASBonline.org](http://www.NASBonline.org)



## Sparq Data Solutions Open House | July 7, 12, 14 & 19

Check out the new look and experience the exciting features being developed and released in person! You will have a firsthand look at where we are headed with Teacher Negotiations, and get a sneak preview of the next release of the Paperless Board Meeting program, including new capabilities for both programs and key differences between current and legacy software. To register and learn more visit [www.NASBonline.org](http://www.NASBonline.org)



## NAEP Annual Workshop | July 7, 13, 14 & 19

Don't miss this annual workshop for administrative assistants and their superintendents/administrators. Topics covered this year will be: Stress in the Workplace, Board Meeting Protocols, Google Doc Training and Table Talks. Register now at [www.NASBonline.org](http://www.NASBonline.org)



## Please double-check Awards of Achievement points!

Deadline for points is July 15, 2016



## Teacher of the Year

Access the 2017 Application now at [www.NASBonline.org](http://www.NASBonline.org), applications are due August 12, 2016

**CMR**

To: Chip Kay

Number: 6

Date: 5/19/16

Job: 15-02-009 Shelby-Rising City Public-CMA

Phone: (402)527-5946

**Description:** ASI 4 Changes

Reason: Design Change

Source: ASI # 4

We are pleased to offer pricing to make the following changes:

Includes changes made related to ASI 4.

Description	Price
Estimating	\$700.00
Demolition	\$276.00
Wall Cutting	\$1,379.00
Unit Masonry	\$4,785.00
Rough Carpentry	\$1,485.00
Cabinetry (Millwork Supply)	\$1,608.20
Building Sealants	\$160.00
Hollow Metal Doors	\$6,653.00
Acoustical Ceiling Sytems	\$100.00
Common Work Results for Electr	\$1,025.00
Estimating Adjustment	\$545.14
	Subtotal: <u>\$18,716.34</u>
Contractors Fee	\$18,716.34 5.00% <u>\$935.82</u>
	<b>Total: <u>\$19,652.16</u></b>

This work will be executed upon receiving signed change order.  
If you have any questions, please contact me at .

Submitted by: BD Construction Inc/Kearney

Approved by: \_\_\_\_\_

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

Cc:



PO Box 726 \* 209 E 6th Street  
Kearney, NE \* 68848-0726  
ph 308.234.1836 \* fx 308.234.9606  
bdconstruction.com

**CMR**

To: Chip Kay

Number: 7

Date: 5/24/16

Job: 15-02-009 Shelby-Rising City Public-CMA

Phone: (402)527-5946

Description: Includes changes related to ASI 5

Source: ASI # 5

We are pleased to offer pricing to make the following changes:

Description	Price
Estimating	\$700.00
Demolition	\$755.00
Rough Carpentry	\$2,690.00
Building Sealants	\$390.00
Hollow Metal Doors	\$18,472.00
Gypsum Drywall	\$19,700.00
Painting	\$2,310.00
Acoustical Ceiling Sytems	\$1,200.00
Estimating Adjustment	\$1,386.51
	Subtotal: \$47,603.51
	Contractors Fee \$47,603.51 5.00% \$2,380.18
	<b>Total: \$49,983.69</b>

This work will be executed upon receiving signed change order.  
If you have any questions, please contact me at .

Submitted by: BD Construction Inc/Kearney

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

Cc:

INTERLOCAL AGREEMENT  
Between  
THE VILLAGE OF SHELBY, NEBRASKA  
And  
POLK COUNTY SCHOOL DISTRICT NO. 0032  
Aka SHELBY/RISING CITY PUBLIC SCHOOL

This agreement, revised **this 1st day of June 2016**, by and between the Village of Shelby, Nebraska (herein referred to as "Village"), and the Polk County School District No. 0032, commonly known as Shelby/Rising City Public Schools (hereinafter referred to as "School").

1. Nebr. Rev, Stat, SS 13-801 to 13-827 (2007) authorizes any two or more public agencies, which include any county, city, village or other municipal corporation or political subdivision of the State of Nebraska, to enter into an Interlocal agreement with one another for joint or cooperative action of any powers as such Interlocal agreement shall specify. The purpose of this agreement is to establish a joint contract between the School and the Village of the operation of the Shelby Community library through the merging of the current village library and the school library.
2. The parties understand that a building to house a Community library will be constructed by the Shelby Library Foundation and the parties understand that this building will become the School property once the building is completed and all loan payments have been made.
3. Personal property in the library shall be jointly owned by the Village and the School. An inventory of each party shall be maintained but the items will be shelved and housed as one collection.
4. The parties agree that under this contract each party will financially support the operation and activities of their respective programs and salaries of their respective employee. Operation and maintenance of the library shall include, but shall not be limited to, library materials, electricity and other utilities, and janitorial services, ground maintenance and snow removal. For purposes of this agreement, employees shall be considered separate employees of each public agency as determined by job description, and it is understood that payroll taxes, health insurance, FICA, retirement or other benefits such as worker's compensation, shall be part of the operation costs of each respective program.
5. The Community Library will be supervised on a day to day basis by the professional on duty. During school hours this will be the School Media Specialist: during community hours this will be the Community Library Director. The facility and use of the facility by the community library shall be managed by the school. School behavior standards, rules of operation, policies and procedures will be followed. The community library director and school media specialist shall make consistent "agreed upon" rules for general library use. Both parties shall strive to cooperate with each other for the purpose of creating an effective community library serving the school staff, students and the general public.
6. Pursuant to the terms of this Agreement, the School assumes the following duties and agrees to do the following:
  - A. Select and hire a School Media Specialist and additional support staff who have the qualifications to serve both the general public and the faculty, staff and students of the school. The school shall pay for the School Media Specialist and any additional staff who shall be employees of the school.
  - B. Cooperate with the Advisory Committee for improvement, extension, and coordination of library services to all residents in the area;

- C. The School will carry insurance on the building contents and all liability coverage. It will be the duty of the School to see that the Village is named as an additional insured;
  - D. The School will be responsible for the payment of utilities, including electric, gas, sewer and water. It will then bill the Village monthly for 50% of these expenses.
  - E. The School will provide custodial and building maintenance services for the purpose of cleaning and maintaining the facility. It will then bill the Village monthly for 50% of these expenses.
  - F. The School will provide a program for library automation. The Village will provide the Overdrive eBook system (as long as a need is indicated).
  - G. The school district will be responsible for routine maintenance and repair of existing fixtures; including carpet, painting, lighting, ceiling tiles, doors/locks, chairs, walls, windows, roofing/gutters, restrooms, and tables/counters as part of a rotating replacement schedule or due to extensive damage. New construction, renovation, remodeling, or building additions (add-ons) will be discussed with the Community Library Advisory Committee to determine financial responsibility of the village, school, and library foundation for any approved projects.
  - H. From the date of this Interlocal Agreement on, the Community Library Advisory Committee will determine which entity will pay for or share in the cost of **any other** items to be purchased (**not stated above**).
7. Pursuant to the terms of this Agreement, the Village assumes the following duties and agrees to the following:
- A. Hire a Public Library Director and additional support staff as needed who have the qualifications to serve both the general public as well as the faculty, staff and students of the school. The Village will pay for the Library Director and additional support staff who shall be employees of the Village.
  - B. Cooperate with the Advisory Committee for improvement, extension, and coordination of library services to all residents in the area;
  - C. The Village will pay the School monthly for their portion of the utility expenses including electric, gas, sewer, and water.
  - D. The Village shall pay the School monthly for their portion of the cleaning, custodial and maintenance services provided by the School for the purposes of cleaning and maintaining the facility.

8. The Shelby Community Library shall be managed by the professional on duty. During school hours, this will be the School Media Specialist, during community hours; this will be the Community Library Director.
  - A. The School Media Specialist will report to the School Superintendent who reports to the Board of Education. The Media Specialist shall oversee the library during school hours as well as manage the school's budget. She/he will administer the school's policies on behavior standards, rules of operation, policies and procedures.
  - B. The Public Library Director reports to the Library Board. This board shall be made up of 5 members from the Village of Shelby and/or Shelby/Rising School District ~~is made up of five community members~~ who are appointed by the Village. These members are appointed to a four year term not to exceed two consecutive terms as per ~~the Public Library bylaws~~ library policy. Upon completion of the Community Library, all current bylaws set by the Public Library Board shall be recognized as such by the School for purposes of governing the public side of the Community Library. The Public Library Director is required to report to the Library Board monthly.
  - C. Consistent, "agreed upon" rules for general library use shall be made by the community library director and the school media specialist. Both parties shall strive to cooperate with each other for the purpose of creating an effective community library serving the faculty, students and the general public.
  - D. The Community Library shall have an Advisory Committee made up of four members, who are the Superintendent of the Shelby/Rising City Public Schools, the School Media Specialist, the Library Director and Chairman of the Shelby Library Board. The Committee's main objective is to be a body where open discussion and communication can exist for the purpose of running the library smoothly. It will advise the school media specialist and the library director on shared expenditures and joint purchases. The Community Library Advisory Committee will meet on a regular basis as the committee shall determine and report to the School and the Village on joint matters needing attention of the parties to this agreement.
9. The term of the agreement shall be from the date of execution of this contract until terminated by either party giving notice to the other party pursuant to paragraph 10.
10. It is understood by and between the parties hereto that the School has entered into a certain lease-purchase agreement with the Foundation which lease gives the School the option of purchasing the building which will house the community library as herein described. It is further understood by and between the parties that both parties are desirous of maintaining a cooperative arrangement to maintain a library in a manner consistent with the terms and tenor of this Agreement. If either party desires to terminate this Agreement said party shall serve written notice of its intention to terminate this Agreement upon the other party at least one year prior to the effective date of the terminate.
11. In the event the Polk County District #0032 desires to terminate this agreement according to the preceding paragraph, it shall be required to remove all personal property in the library owned by the School by the effective date of the termination. In addition, the School shall deed the building to the Village along with appropriate easements over and across school property for access to the building by the Village and the general public. In the event the Village decides to terminate this agreement pursuant to paragraph 10, it shall remove its personal property prior to the effective date of the termination and releases to the School any all interest in the remaining building, contents and fixtures located therein.

12. This agreement may be amended in writing by instrument reduced to writing between the Village of Shelby, Nebraska and Polk County School District #0032.
13. In the event any provision of this agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provisions hereof. This agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument. This agreement shall be governed by and constructed in accordance with the laws of the state of Nebraska.
14. This agreement shall be binding upon the respective parties hereto, their heirs and assigns, including any resulting school district with which Shelby/Rising City Public Schools may merge with in the future.

## DUTIES

### 1. Duties of the Community Library Director:

- A. Cooperatively monitor book collection and selection of materials and the general organization of the community library with the school media specialist.
- B. Assure that the library complies with Nebraska Library Commission rules for certification.
- C. Prepare and submit an annual report and preliminary budget request to the Village Board by the ~~July~~ **August** board meeting.
- D. Work in cooperation with the school media specialist and demonstrate knowledge of the entire library's collection, procedures and policies.
- E. Follow all related school policies related to school operation, students, or personnel standards.
- F. Order books, equipment, and supplies related to the Village's approved budget and monitor according to the Village procedures.

### 2. Duties of the School Media Specialist:

- A. Cooperatively monitor book collection and selection of materials and the general organization of the community library with the community library director.
- B. Assure that the school library meets all state and regional accreditation standards defined by the school administration.
- C. Prepare and submit an annual report and preliminary budget request to the school Superintendent and school board.
- D. Work in cooperation with the community library director and demonstrate knowledge of the entire library's collection, procedures and policies.
- E. Follow all related school policies related to school operation, students, or personnel standards.
- F. Order books, equipment, and supplies related to the school's budget and monitor bills according to the school procedures.

### 3. Duties of the School:

- A. Select and hire appropriate staff that has the qualifications to serve both the general public and the students during school hours. The school shall also administer and manage the facility in which the library is located.

- B. Cooperate with the Village for the purpose of creating a community library that will be used as a model for other agencies to consider.
- C. The School will be responsible for the payment of utilities, including electric, gas, sewer and water. It will then bill the Village monthly for 50% of these expenses.
- D. Provide full janitorial services to the library as well as snow removal and ground maintenance at which time they provide a monthly bill to the Village for payment of 50% of the services provided.
- E. Provide worker's compensation, unemployment and liability insurance for the school's employees and property insurance for all items in the community library, making sure the Village is listed as an additional insured.
- F. Allot adequate resources as available to support accreditation of the school library functions.

4. Duties of the Village.

- A. With the Library Board, select and hire appropriate staff that has the qualifications to serve the general public and students during and community library hours.
- B. Cooperate with the school for the purpose of creating a community library that will be used as a model for other agencies to consider.
- C. Provide monthly payments to the school for its portion of the utilities, including electrical, gas, sewer and water.
- D. The Village shall pay the School monthly for their portion of the cleaning, custodial and maintenance services provided by the School for the purposes of cleaning and maintaining the facility.
- E. Provide worker's compensation, unemployment and liability insurance for the village employees.
- F. Allot adequate resources as available, to maintain state certification and the functions of the community library.

IN WITNESS THEREOF the respective parties, upon motion and majority vote of the members elected, put their hand and seals to said instrument.

POLK COUNTY SCHOOL DISTRICT NO. 32, aka SHELBY/RISING CITY PUBLIC SCHOOLS

---

Board President Witness

VILLAGE OF SHELBY

---

Mayor Witness

The SHELBY LIBRARY FOUNDATION, by affixing its signature hereto, acknowledges that it has received a copy of this Agreement, has review its contents and is aware of expectations by the parties hereto pertaining to the Foundation.

---

President Shelby Library Foundation

Witness



Play & Park Structures of NE & IA  
 3506 South 117th Street  
 Omaha, NE, 68144  
 Phone: 402-506-0950  
 Fax:  
 Email: ksiedlik@playandpark.com  
 Contact: Kyle Siedlik

Shelby-Rising City Schools/ Gym & Fitness

Shelby-Rising City Schools  
 Attn: Chip Kay

Quote Number: 799-98511B

Shelby, NE 68662  
 Phone: 402-527-5946  
 ckay@shelby.esu7.org

Quote Date: 6/8/2016

Stock ID	Description	Quantity	Weight	Unit Price	Amount
RDU	Playground Unit 799-98511	1	3644	\$59,020.00	\$59,020.00
SF-126	6' BENCH INGROUND	2	306	\$523.00	\$1,046.00
186SS	Grizz Adj Bball-Brkaw Gl	2	0	\$2,052.00	\$4,104.00
PIP	2,890 SF of PIP 50% Color / 50% Black - 3.5" thick for 8' CFH	1	0	\$38,736.60	\$38,736.60
SHRED	1,400 SF of Loose Shredded Rubber - - Super Sacks 9 --- COLOR: Brown	1	0	\$4,585.05	\$4,585.05
FUNDING	Play & Park Structures Supplemental Funding	1	0	(\$20,000.00)	(\$20,000.00)

Total Weight: 3950  
 SubTotal: \$87,491.65  
 Estimated Freight: \$5,297.39  
 Total Amount: \$92,789.04

Taxes not included.

THIS QUOTATION IS SUBJECT TO POLICES IN THE CURRENT PLAY & PARK STRUCTURES CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION, UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF \$1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO PLAY & PARK STRUCTURES, C/O Play & Park Structures of NE & IA.

Pricing: f.o.b. factory, firm for 30 days from date of quotation.

Shipment: order shall ship within 30-45 days after Play & Park Structures's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

Freight charges: Prepaid & added

Installation: A certified Play & Park Structures Installer is recommended for play equipment installation. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs.

Submittals: our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. Play & Park Structures designs and specifications are unique and not intended to be identical in all respects to other manufacturers. We shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

Acceptance of quotation:

Accepted By (printed): \_\_\_\_\_

P.O. No: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

Phone: \_\_\_\_\_



# QUOTE CONFIRMATION



**DEAR MATT CARLEY,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HDGZ753	6/10/2016	HDGZ753	8440688	<b>\$10,150.00</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Samsung Chromebook 3 - 11.6" - Celeron N3050 - 2 GB RAM - 16 GB SSD</a> Mfg. Part#: XE500C13-K01US UNSPSC: 43211503 Contract: Nebraska ESU Cooperative Purchasing (014-E)	50	3963554	\$203.00	\$10,150.00

PURCHASER BILLING INFO		SUBTOTAL	\$10,150.00
<b>Billing Address:</b> SHELBY-RISING CITY PUBLIC SCHOOLS ACCOUNTS PAYABLE PO BOX 218 SHELBY, NE 68662-0218 <b>Phone:</b> (402) 527-5946 <b>Payment Terms:</b> NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		<b>GRAND TOTAL</b>	<b>\$10,150.00</b>
DELIVER TO		<b>Please remit payments to:</b>	
<b>Shipping Address:</b> SHELBY-RISING CITY PUBLIC SCHOOLS MATT CARLEY 650 N WALNUT ST SHELBY, NE 68662-5573 <b>Shipping Method:</b> FEDEX Ground		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

## Need Assistance? CDW•G SALES CONTACT INFORMATION



Joel Hotovy

800.200.4239

joelhot@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

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# **SHELBY-RISING CITY PUBLIC SCHOOL**

## **STUDENT HANDBOOK**

### **2016-2017 Edition**

650 North Walnut  
PO Box 218  
Shelby, NE 68662

Phone: (402) 527-5946 (Shelby)  
Phone: (402) 542-2216 (Rising City)  
Fax: (402) 527-5133 (Shelby)  
Fax: (402) 542-2265 (Rising City)



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## WELCOME

Dear Students and Parents:

On behalf of the faculty, administration and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

**Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.**

**There are several forms at the end of this handbook, which you must read, sign and return.**

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

A handwritten signature in black ink, appearing to read "Chip Kay". The signature is fluid and cursive, with the first name "Chip" and the last name "Kay" clearly distinguishable.

Chip Kay, Superintendent

## **Intent of Handbook**

This handbook is intended to be used by students, parents and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

## **Notice of Non-Discrimination**

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district’s compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Chip Kay in writing at, 650 N. Walnut, Shelby, NE 68662 or by telephone at (402) 527-5946. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov). Also see the “Discrimination and Harassment” section below.

## **MISSION STATEMENT**

**“To provide a quality education through innovation, integrity, accountability, and service”**

## **VISION STATEMENTS**

### **SHELBY-RISING CITY PUBLIC SCHOOLS WILL...**

- ...challenge our students through innovation.**
- ...provide facilities that are state of the art that promote a safe, healthy learning environment.**
- ... continually evaluate our curriculum to offer opportunities that meet the unique interest levels and goals of all students.**
- ...build leadership skills throughout the student body, staff, and community.**
- ...provide resources to aide students in becoming technologically proficient.**
- ...ensure our students have the skills to be competitive in their future endeavors.**
- ...be committed to continuous student achievement by providing students with effective instructional practices and support.**
- ...implement common instructional language that provides consistency in student learning and achievement across grade levels and content areas.**

## **SECTION ONE**

# **BASIC SCHOOL RULES AND GENERAL PRACTICES**

### **Attendance**

#### **Required Attendance**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to dis-enroll 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. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

## **Discontinuing Enrollment – 16 and 17 Year Old Students**

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

Only children dis-enrolling 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.

## **Excused Absences/Not School Excused Absences**

The circumstances for all absences from school will be identified as School Excused or Not School Excused. All absences, except for illness and/or death in the family, require advance approval.

- **School Excused:** The parent must provide the school documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, pre-arranged college visits, court, death of a family member, or suspension. PowerSchool designates this as ASE.
- **Not School Excused:** Parent acknowledged absences that include but are not limited to undocumented illness, vacations, and other situations where the parent notifies the school that the child will be gone. Power School designates this as AE.

## **Excessive Absenteeism**

When a student receives eight (8) unexcused absences or Not School Excused absences or the hourly equivalent in any semester, the Building Principal will follow the procedure for addressing barriers to the student's attendance.

When a student is absent more than twenty (20) Not School Excused days per year or the hourly equivalent, the Building Principal may file a report with the county attorney of the county in which the student resides. At the High School level, 10 days of reported absences from a class during any one semester will constitute justification for an incomplete or loss of credit in that class. Additional information is located in S-RC School Board Policy 503.03.

## **Absences due to illness**

Any student who is absent due to illness has two days from the date of their return to school following an absence to make-up work missed.

If a secondary student is absent on the day that an assignment is due, the student will be required to turn in the assignment on the first day of his/her return to school. If the student fails to turn in the assignment, the instructor will enter a grade of zero for that assignment. Any student who has make-up work may appeal the amount of time to make up the work to their Principal.

## **Planned absences**

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Seniors are allowed up to two (2) days for college visitation if the guidance office sets up the visit. Juniors are allowed one (1) day during the second semester. These days will count as a school excused. Additional days must be approved by the principal.

## **Students are obligated to:**

- 1) complete all class work in advance for any absence that can be anticipated;
- 2) check out of school at the office if leaving school during the school day; and

- 3) make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

**Parents are obligated to:**

- 1) call the appropriate building office prior to 9:00 a.m. to inform the school of the reason for each absence; and
- 2) submit a doctor's statement, for each documented illness.

**Absences and Activity Participation**

Students must attend school a full-day before attending practice or participating in a scheduled student activity, except in cases of family emergencies or pre-arranged absences approved by the principal. A full-day is defined as being in class within the first fifteen (15) minutes of the school day. Pre-arranged absences are those absences for which the school and teachers are notified a minimum of one day in advance that the student will be absent.

**Bicycles and Skateboards**

Students are to park their bikes in the appropriate racks. Under no circumstances are students to borrow or tamper with bicycles that are not their own. Bicycles must be parked in the bike rack and left there until dismissal time. After school, the bikes are to be taken home. SKATEBOARDS, ROLLER-SKATES, and/or ROLLER-BLADES are not to be brought to school.

**Books and Supplies**

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

**Bulletin Boards**

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements.

The following general limitations apply to all posting or publishing:

1. **All postings** must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that

- would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
  3. Material shall be removed **the day following the event being promoted** to assure full access to the bulletin boards or electronic publishing media.

## **Bullying**

Students are prohibited from engaging in any form of bullying. "Bullying" means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

## **Cafeteria Rules**

1. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the trashcan.
2. Forks and spoons should be placed in the appropriate container, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items.
5. Students should remain at their tables or designated area until they are dismissed.
6. Students are expected to eat their lunch at school.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined.

## **Cell Phones and Other Electronic Devices**

Students may not use cellular (cell) phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Cell phones or other electronic devices must be turned off and kept out of sight during the school day.

~~Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.~~

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

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately.

1<sup>st</sup> Offense: Office Referral **Form** Written. Parent notified, device returned to student at the end of the day.

2<sup>nd</sup> Offense: Office Referral **Form** Written. Parent notified, device will be returned to the parent, & detention assigned.

3<sup>rd</sup> Offense: Office Referral **Form** Written. Parent notified, device will be returned to the parent, meeting with parent will be held to discuss future consequences, & detention assigned.

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.

### **Child Abuse and Neglect**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused.

## **Class Dismissal**

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

## **Classroom Behavior**

Student behavior and attitude in the classroom must be cooperative and serious. As stated in the PBiS Model, all students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules.

## **Closed Campus**

Students may not to leave the building without permission from the administration.

## **Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition, please call the Polk County Health Department at 402/747-2211.

## **Communicating with Parents**

PowerSchool is the District's Student Information System. All parents are assigned an access code for the purpose of monitoring student grades, lunch balances, and attendance.

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

also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

### **Computer Network Use by Students**

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.

#### **I. 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.
3. Students shall only use district assigned electronic mail, and shall not use chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
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.
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.
  8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
  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.
  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.
  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.
  12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
  13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
  14. Students shall not forge electronic mail messages or web pages.

## **II. 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.

**III. Protection of Students**

**A. Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

**B. Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
  - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
  - b. cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

## **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.
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 in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's superintendent. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator, the administrator shall promptly and thoroughly investigate the complaint, and 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, if appropriate.

- 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. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator received the complaint.
4. A complainant who is not satisfied with the administrator's decision regarding a complaint may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
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) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board

- shall submit its decision within 180 days after it received complainant's written appeal.
- e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and 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, if appropriate.
    - 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 place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

### **Conferences**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first and second semester.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

### **Contact Information**

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

## **Copy Machines**

A copy machine is located in the library for student use. The cost per page is ten cents. Students may not use any other copy machine located in the school building without permission.

## **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

## **Dating Violence**

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

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

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

## **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

## **Dress Code**

Students must come to school dressed in clean, neat and appropriate clothing to conform with educational standards. In addition to the above guidelines the school will not approve the following items and/or method of grooming. This list is not inclusive of all items that may be excluded:

1. Clothing which is soiled, torn or ragged.
2. Bare feet
3. See-through clothing or clothing that is excessively revealing such as bare back, low cut or mid-riff, tank top with deep armholes, shirt unbuttoned to show sport bra underneath, muscle t-shirts, halter tops, mesh tops, strapless tops, and abbreviated miniskirts or shorts or any other type of clothing that exposes undergarments.
4. Articles which could cause damage to individuals (ie. chains).
5. Printed wording or pictures on clothing that advertise or promote alcohol, tobacco or drugs, logos and trademarks, or carry derogatory or sexual connotations, or shirts with emblems, wording or phrases which are considered to have "double" meanings or other objectionable material.
6. No hats, caps or sunglasses will be worn in the school building school hours.
7. Coats intended to be worn as outerwear may not be worn inside the classroom.
8. No undergarments are to be showing.
9. Clothing identified by police and other law enforcement agencies that are associated with gang's i.e. sagging pants, long baggy coats, specific colors associated with a gang, bandanas.

Students who are not in compliance with the dress guidelines will be sent to the office. In instances of inappropriate dress, students will be asked to change into a school appropriate garment provided by the school or will be sent home to change. Violation of the dress code will result in the following disciplinary action:

- 1<sup>st</sup> Offense - Written warning and school-provided change of clothing
- 2<sup>nd</sup> Offense - Notification of Parents and a 30 minute detention
- 3<sup>rd</sup> Offense - One (1) day In-School Suspension and Parents notified

## **Driving and Parking Personal Vehicles**

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or **designee**. Students will not

be allowed to sit in or be around their vehicles during the school day, without administrative permission.

2. Students must drive with care to insure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

### **Drug Free Schools**

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing or selling any drug, alcohol or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

### **Eligibility**

**Following** the third week of the each semester, all 7-12 grade students will undergo an "eligibility" check each Monday. Students who have one (1) failing grade two weeks in a row or two (2) failing grades in the same week, will be deemed ineligible to participate in all school-related activities for seven (7) days (Tuesday through Monday). The activity sponsor will determine if the ineligible student is allowed to attend practices.

### **Emergency Contact Information**

Parents must provide emergency information for each child enrolled in the district.

### **Evacuations**

The school district will hold routine evacuation drills throughout the school year. Whenever directed, all students and faculty must evacuate the building in a quiet and orderly fashion and remain outside until told to return to the building. Classroom teachers will provide students with detailed instructions on building evacuations.

## **Eye Exams**

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

## **Food Service Program**

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

## **Breakfast**

The school will serve breakfast daily from 7:30 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast.

## **Payment for Meals**

Students are encouraged to pay for meals several weeks in advance. Payment should be turned into the office or can be made on-line.

The opportunity to order seconds will be denied if their family account is delinquent until the account is brought current.

## **Notice of Non-discrimination**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.

To file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to the U.S. Dept. of Agriculture Director, Office of Civil Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or by fax (202) 690-7442, or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay

Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

### **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. A student's parent must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

### **First-Aid**

First-aid items may only be **distributed** by the school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

### **Food and Drink**

During the normal classroom situation students shall not consume food or beverage during scheduled classes. Food may not be eaten or drink consumed on regular routes on the school bus without permission from the driver. Food and drinks may be consumed on field or activity trips at the sponsor's discretion. Unless approved by the principal, the only place in the school building where food and beverages may be consumed is in the Cafeteria during the school day.

### **Fundraising**

The freshman, sophomore, and senior classes may have only one (1) out-of-school fundraiser per school year. The junior class may have two (2) out-of-school fundraisers per year. Classes & organizations may have fundraisers such as soup suppers, etc. with administrative approval.

### **Head Lice**

Students found to have live head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

### **Health Problems**

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If the request to be excused from these activities **is for consecutive days**, a doctor's verification is required.

Parents should notify principal or **school nurse** if their student has any special health problems such as diabetes, asthma, and the like.

### **High Ability Learner Program**

It shall be the policy of Shelby - Rising City School District to provide a plan for providing for high ability learners subject to the availability of funding at the local, state, or federal level.

Learner with High Ability – "Learner with high ability means a student who gives evidence of high performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields and who requires services or activities not ordinarily provided by the school in order to develop those capabilities fully."

### **Homebound Instruction**

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

### **Homeless Children and Youth**

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

- It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other

students or if such transportation is necessary for compliance with federal law.

- Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.
- If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. Contact the building principal for additional information.

### **Illness or Injury at school**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must provide emergency information for each child enrolled in the district.

Shelby-Rising City School District does not provide injury, accident, health, or medical insurance for individual students and will not reimburse or pay for medical expenses or deductible/co-insurance costs related to injuries sustained at school or a school event held on or off District property. It is the responsibility of the student's family or guardian to provide insurance to cover the student through the federal health insurance exchange, the Children's Health Insurance Program (DHHS), or Student Assurance. For additional information on these programs please contact the school office.

### **Immunizations**

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history.

Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment.

Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are exempted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

### **Initiations and Hazing**

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.

### **Lockers and Other School Property**

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause. Students are not to leave items on top of the lockers. Book bags are to remain in lockers during the day.

### **Lost and Found**

All lost and found articles are to be taken to the main office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Medications**

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:

**Prescription medication.** (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) 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.

**Non-prescription medication.** (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) 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.

### **Media Center**

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine which accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

### **Memorials**

Memorials or plaques honoring the deceased students are not allowed in or on the school grounds. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals will be allowed.

### **National Honor Society**

At the beginning of a school year, all Juniors and Seniors with a class average of 93% are eligible to apply to National Honor Society. The NHS sponsor will provide an application to those who qualify.

### **Parent Visitation/Other Visitation**

Routine visitation by parents is encouraged by the school. Teachers are encouraged to invite parents to discuss problems regarding students. The Principal should be informed of serious difficulties that require parental involvement and should always be involved when parents come to school with a serious school problem. The Principal is to be given prior notice when patrons or parents visit the school, meet with the Principal, visit classes, etc., to allow school officials time to make necessary preparations.

Students may have visitors to school only if permission has been granted in advance by the building Principal. Visits will be limited to one day or less per year unless special permission is granted by the Principal.

### **Parking**

Students are asked to park in the Northwest parking lot using the angled parking spaces. If a student believes it necessary to parallel park, they are asked to stay towards the west end of the parking lot.

### **Parties**

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Although birthday parties, etc. are an "out of school" activity, it is permissible for a student to distribute invitations at school provided all children in the class receive one. If it is an all girl or all boy party, then all of the girls or all of the boys should be provided with an invitation.

### **Personal Items**

The school provides the necessary equipment for classroom and school day activities. The school is not responsible for ruined or lost personal equipment. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they

have the prior permission of their classroom teacher or a school administrator.

### **Pets**

Please see that dogs and other pets are kept home and not allowed to follow pupils to school. If children have a special pet that they would enjoy showing to their classmates, they may do so if previous arrangements have been made with their teacher. A parent or guardian must accompany the pet to the classroom for a short visit and take the pet home after the visit.

### **Physical Exam**

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

### **Pictures**

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

### **Police Questioning and Apprehension**

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 inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

### **Prom and Banquet**

As hosts of the prom and banquet, juniors attending the event are expected to remain in attendance until it is over. All juniors and seniors may invite their dates to the banquet. There will be a charge for any date that is not a Shelby - Rising City Junior or Senior. There will be no charge for any Shelby - Rising City Junior or Senior. Admission for students who are not invited to the banquet but wish to attend the dance is \$5.00 per person. Only Shelby - Rising City High School students and their dates are allowed to participate in the dance. Dates may be no younger than a high school freshman, and no

more than two years out of high school. There will be no admission charge for anyone who just wishes to view the grand march and coronation.

All students attending the prom and banquet should enter the building through the North front door. Any junior or senior is free to leave and then return to the banquet or prom but all students participating in the dance are asked to be in attendance by 8:30 and then they will be required to remain in attendance. Any arrivals after 8:30 will be handled on a case-by case basis by the Principal.

A Breathalyzer test will be conducted by Polk County authorities for all Shelby - Rising City students and their dates who will be attending the dance. If a student or date tests positive for alcohol, they will not be allowed to attend the dance and will be removed from the premises and dealt with by authorities. The school has the right to check purses, coats, etc. for illegal/disruptive items.

All faculty assigned to work with junior or senior students will be invited to the banquet free of charge. Parents will not be asked to help supervise the banquet and dance, they will be free to enjoy the events without any additional responsibilities.

### **Protection of Student Rights**

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA) and The No Child Left Behind Act (NCLB). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is July/August. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

### **Public Displays of Affection**

Students may not engage in public displays of affection that is disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

## **Retention**

It is not ordinarily the practice of the Shelby - Rising City Elementary School to retain a student. However, in situations where a student displays extreme immaturity or has extreme difficulty doing the work expected, retention may be an option. Ordinarily retention, if it should be necessary, would be in Kindergarten or first grade, since immaturity or serious learning problems may best be remediated at the early primary level. Retention will be handled, by the Principal, on a case-by-case basis.

## **Rights of Custodial and Non-Custodial Parents**

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

## **Self Management of Diabetes or Asthma/Anaphylaxis**

The school district will work with the parent or guardian in consultation with a physician to develop a medical management plan for a student with

diabetes, asthma, or anaphylaxis subject to school policy. Parents desiring to develop such a plan should contact the school nurse.

### **Senior Trip**

No overnight senior trip for Shelby - Rising City Public School will be permitted. Only graduating seniors, who have completed all necessary requirements as defined by the Principal, will be permitted a one day activity trip within 100 miles of Shelby - Rising City. The trip must have the Principal's approval. Seniors must depart from and return to Shelby - Rising City on the same day. All other costs shall be absorbed through senior class funds or personal funds. The date selected for the activity trip shall be in the final 10 days of senior classes and prior to commencement.

### **Smoking and Tobacco**

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.

### **Student Assistance**

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of your child.

### **Student Fee Policy**

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.

### **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.

### **Listing of Fees Charged by this District.**

- 1. 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. 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 Course Projects.** The school district will 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.

- 5. Extracurricular Activities.** The school 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. The coach or sponsor will provide students with 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.
- 6. Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. 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. Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents 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.
- 8. 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.
  - Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group.

### **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. Students are not required to participate in the free or reduced-price lunch program 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. Application forms are available in each school building office.

### **Voluntary Contributions to Defray Costs.**

When appropriate, the district will 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 communicate that fact clearly to students, parents and patrons.

### **Student Illness**

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

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.

### **Student Records**

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to

request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment. Students 18 or older must request their own records.

**Directory Information.** FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

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 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, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school

district that they do not want this information disclosed without prior written parental consent.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released.

### **Non-Directory Information**

All of the other personally identifiable information about students that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

### **Transfer of Records Upon Student Enrollment**

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

### **Complaints**

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

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

### **Student Schedule Changes**

Student schedule changes may be made without penalty during the first five school days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

Before students are allowed to withdraw from a class, the parents of the student must provide their permission.

## **Students as Spectators**

It is the parents' responsibility to provide supervision for their children while at school activities. Students who are causing disruptions may be asked to sit with their parents or leave if their parents are not in attendance.

## **Tardiness**

### **Elementary Students**

1. Be in your classroom by 8:10
2. Students arriving after 8:10 & before 8:55 are tardy. **They must report to the office for a pass to class.**
3. Students arriving after 8:55 & before 11:40 are considered in attendance for ½ the day.
4. Students arriving after 11:40 or leaving before 11:40 (not returning that day) will be counted as a full day absence.
5. Students leaving after 11:40 without returning will be counted for ½ the day.
6. No absence is counted if students leave after 2:35
7. **Two (2) tardies per semester will be allowed with no consequence.**
8. **For every 3<sup>rd</sup> (third) tardy in one semester, a half-day Unexcused Absence will be recorded.**

### **Middle School and High School Students**

1. A tardy is defined as not being in your assigned area when the tardy bell rings. Assigned areas are determined by each teacher.
2. **A student reporting to school within the first fifteen (15) minutes of the first period of the school day without a pre-excused absence will be considered tardy. A student that is more than fifteen (15) minutes late for the first period will be considered to be absent or truant for that period. Students must report to the office for a pass to their first period class.**
3. For periods two (2) through eight (8), any student who is less than five (5) minutes late to class following the tardy bell will be counted as tardy. A student who is more than five (5) minutes late to class following the tardy bell may be counted as absent or truant. Failure to come to class without an admit slip, when needed, constitutes a tardy or an absence. If an administrator or a teacher keeps a student late, a pass should be written for the student to take to the next teacher.
4. Two (2) tardies per semester will be allowed with no consequences.

5. For every third tardy, regardless of the class period, students will be assigned a detention.
6. For every 3<sup>rd</sup> (third) tardy in any one-class period, an Unexcused Absence will be recorded.
7. Habitual infractions during the semester to the tardy policy may result in additional consequences assigned by the principal.

### **Telephone Calls**

The school's telephone may be used only with permission of staff. Students are not permitted to use cellular telephones during school hours or on school property without the express permission of a member of the staff.

### **Threat Assessment and Response**

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

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

2. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), and local law enforcement. It also could include the school nurse, guidance counselor, members of the mental health profession who would be willing to work with the school. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

3. Threat Assessment Investigation and Response

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

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

#### 4. Communication with the Public about Reported Threats

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

### **Transportation Services**

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

### **Transportation to School**

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses. The Transportation Director will schedule bus routes, and questions concerning them should be directed to that office. For routes with drop off points for multiple students where bus drivers wait for parental pick-up and parental contact has been attempted for students who are not picked in a timely manner, law enforcement may be contacted.

### **Bus Regulations**

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. 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 in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) **Rules of Conduct on School Vehicles:**

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) 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.
- 11) 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

- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must follow the PBiS protocol for documenting behavior (Behavior Logs). Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or 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.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of buses.

**Transportation to Activities**

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor, which has been signed by that student's parent.

**Video Surveillance and Photographs**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff,

students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

The school district generally prohibits students from taking photographs or making video recordings on school grounds, in a school vehicle, or at a school event except as provided in this policy or as otherwise required by law. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

### **Weather-Related School Closing**

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. School closings will be announced on radio stations KTTT 93.5; KLIR 101.1, KZ100 and television stations KLKN Channel 8 and KOLN Channel 10 and via School Messenger. **In addition, Facebook and Twitter will be updated with school closing information.** Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities **and practices** will be canceled.

### **Withdrawal From School**

**Parents** need to notify the school office if they are moving from the district.

### **Work Permits**

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

## SECTION TWO

### ACADEMIC INFORMATION

#### **Class Rank**

Student class rank shall be determined by using a numeric percentage derived from all classes graded on a percentage basis.

#### **Grades**

Students will receive percentage grades for their academic classes.

The grading system for grades 2 - 12 is as follows:

A	100%	-	94%
B	93%	-	86%
C	85%	-	78%
D	77%	-	70%
F	69%	-	0%

The grading system for grades K – 1 is as follows:

"E"	=	Excellent
"S"	=	Satisfactory
"N"	=	Needs Improvement
"I"	=	Improving

If a student does not complete assignments marked as incomplete, the incomplete assignment will be calculated as a zero (0) in determining the student's grade for that class.

#### **Graduation Awards**

The semester grades, by numerical percentage of each student for all scholastic courses shall be averaged to determine the valedictorian and salutatorian. The student(s) with the highest average at the end of the second semester of their senior year shall be the valedictorian.

The second highest average shall be the salutatorian. In case of a tie for the highest average, there shall be a co-valedictorian and no salutatorian. In case of a tie for the second highest average, there shall be a valedictorian and co-salutatorian. Students, to be eligible, must attend Shelby-Rising City High School their entire Junior and Senior years.

## **Graduation Requirements**

Students must earn 270 total credit hours in order to graduate from high school.

Required courses and credit hours that students must complete beginning with their Freshman year in order to qualify for the Shelby-Rising City High School Diploma are:

English	40 Semester Hours to include English 9, 10, 11
Social Studies	30 Semester Hours to include: American History, World History, and Civics
Mathematics	30 Semester Hours
Science	30 Semester Hours to include: Physical Science and Biology
Visual/Performing Arts	10 Semester Hours
Electives	90 Semester Hours
Career Education	20 Semester Hours to include: Informational Technology I
P.E. and/or Health	10 Semester Hours
Speech	5 Semester Hours
Personal Finance	5 Semester Hours

Juniors are required to enroll in a math, science, and English course.

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

### **Homework**

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the Building Principal.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers.

### **Honor Roll**

To qualify for the Honor Roll, a student must have earned a grade of 86 or above in all subjects. To qualify for the Roll of Excellence, a student must have earned a grade of 94 or above in all subjects.

Any student who receives an "I" Incomplete in any subject is not eligible to be on the Roll of Excellence or Honor Roll.

### **Mid-Term Graduation**

Students are generally required to attend four years of high school to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant mid-term exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian must apply on or before the April Board Meeting of the student's Junior year. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

### **Report Cards**

Elementary report cards and Secondary mid-term progress report are sent home the week following the end of the nine-week reporting period. Grades are continually updated and available via the PowerSchool Student Information System.

## **SECTION THREE**

### **STUDENT DISCIPLINE**

#### **General Discipline Philosophy**

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities are governed by the Student Activity Handbook. Students who are involved in extra curricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

#### **Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior 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. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

### **After School Sessions and Detentions**

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day. A student who has a conflict with an after-school session is responsible for working it out with the teacher or Building Principal.

- A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion.
- A student who fails to serve their detention may not be allowed to participate in activities.

### **Saturday School**

The Building Principal may require a student to attend Saturday School for on Saturday morning. Students who do not follow Saturday School rules will be removed from the classroom and may face further disciplinary action.

### **In-School Suspension**

The Building Principal may require a student to serve in-school suspension. Students not completing the requirements of ISS will face further disciplinary action. The student is expected to complete all work assigned & WILL receive credit for all completed work. Students who earn ISS are not allowed to participate or attend student activities. This includes activities such as NSAA sponsored events.

The Building Principal will make the final determination if a specific activity qualifies.

### **Emergency Exclusion**

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

### **Short-Term Suspension**

The principal may suspend a student up to 5 school days for conduct which constitutes grounds for expulsion under the law, or violates the rules of the Board of Education and/or the school.

1. The principal will investigate.
2. The student will receive oral or written notice of the charges and reason for the suspension. They will also be told the basis of the evidence used to make the decision.
3. The student will be given the opportunity to present their version of the story.
4. An attempt to notify parents will be made within 24 hours.
5. A conference for re-entry to school may take place with parents.

The student is expected to complete all work assigned & WILL receive credit for all completed work. Students who earn OSS are not allowed to participate or attend student activities at home or away. Students in OSS are not allowed on school grounds without permission from the Building Principal.

### **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.

On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent. The school will, within two days after the decision, send written notice by registered or certified mail to the student and his or her parent or guardian informing them of the rights established under State Law 79-254 & 79- 296. Refer to board policy for an outline of what will be included in the letter.

## **Expulsion**

Meaning of Expulsion: For the purposes of this policy and as defined in the Student Discipline Act, expulsion shall mean exclusion from attendance in all schools within the district for a period of time as defined in Nebraska statute 79-283.

Refer to Board Policy 505.04 for additional information regarding the expulsion process.

## **Grounds for Short & 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. uses violence, force, threat or intimidation in a manner causing substantial interference with school purposes; or
2. causes or attempts to cause substantial damage to school or private property or steals or attempts to steal school or private property of substantial value; or
3. causes or attempts to cause physical injury to another person except in self-defense; or threatens or intimidates any student for the purpose or intent of obtaining something of value from the student; or
4. possesses or transmits any firearm, knife, explosive or other dangerous object that is ordinarily considered a weapon; or
5. engages 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 or being under the influence of a controlled substance or alcoholic liquor; or

6. commits public indecency as defined in Nebraska statute 28-806 if that student is at least twelve years of age but less than nineteen years of age; or
7. commits or attempts to commit sexual assault against any person if a complaint has been filed by a prosecutor alleging the incident as required in Nebraska statute 79-267.8; or
8. engages in bullying as defined in section 79-2,137; or
9. engages in any other illegal activity which constitutes a danger to other students or interferes with school purposes; or
10. repeatedly violates the policies, rules and standards of student conduct established by the district; or
11. 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.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

### **Guidelines for Various Infractions**

ALCOHOL AND/OR DRUGS: The use or possession on school grounds or at school functions. **This includes the misuse of prescription and/or over-the-counter drugs.** *MANDATORY REPORTING TO LAW ENFORCEMENT.*

1<sup>ST</sup> Offense: Maximum 15 days OSS.

2<sup>ND</sup> Offense: Recommendation of Expulsion.

BULLYING/HARRASSMENT: Behaviors that are found to be threatening or disturbing towards another person.

Each Offense: Maximum 5 days Suspension.

**CHEATING:** Copying someone's work and passing it off as your own original work, or allowing your work to be copied by someone else who then passes it off as their own original work. *(The student may, in writing, appeal any loss of credit due to cheating to the Principal. That decision will be binding.)*

Each Offense: Office Referral Form Written. Zero on any copied work. The teacher will have the discretion to allow the student the opportunity to do the assignment or an alternative assignment with a maximum grade of 70%. Additional administrative action may be taken.

**DISORDERLY CONDUCT:** Insubordination, vulgar language, or behavior that impedes the learning environment, causing a student to report to the principal's office.

Each Offense: Maximum 5 days Suspension.

**ELECTRONIC DEVICE MISUSE:** Cell phones & other electronic devices must be turned off and kept out of sight during the school day.

1<sup>st</sup> Offense: Office Referral Form Written. Parent notified, device returned to student at the end of the day.

2<sup>nd</sup> Offense: Office Referral Form Written. Parent notified, device will be returned to the parent, & detention assigned.

3<sup>rd</sup> Offense: Office Referral Form Written. Parent notified, device will be returned to the parent, meeting with parent will be held to discuss future consequences, & detention assigned.

**FIGHTING:** Engaging in or threatening physical contact for the purpose of inflicting harm on another person (not a pushing match). **MANDATORY REPORTING TO LAW ENFORCEMENT.**

1<sup>st</sup> Offense: Minimum 5 days OSS for all students involved in the fight.

2<sup>nd</sup> Offense: Minimum 15 days OSS.

3<sup>rd</sup> Offense: Recommendation of Expulsion.

**POSSESSION OR USE OF TOBACCO ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS:**

1<sup>st</sup> Offense: Maximum 5 days Suspension.

2<sup>nd</sup> Offense: Maximum 15 days Suspension.

3<sup>rd</sup> Offense: Recommendation of Expulsion.

**STRIKING OR HITTING A STAFF MEMBER: MANDATORY REPORTING TO LAW ENFORCEMENT**

1<sup>st</sup> Offense: Immediate OSS. Recommendation of Expulsion.

TRUANCY: The absence of which the parent is not aware at the time you are not at school. Parent awareness must be before the absence, not after the fact.

1<sup>st</sup> Offense: Maximum of 2 days ISS with additionally assigned detention time.

2<sup>nd</sup> Offense: 2 -5 days ISS with additionally assigned detention time.

3<sup>rd</sup> Offense: A meeting with the parent and principal will be held to determine appropriate consequences which could include credits being withheld at the end of the semester.

VANDALISM (**Misdemeanor**) AND/OR THEFT: *MANDATORY REPORTING TO LAW ENFORCEMENT*

1<sup>st</sup> Offense: Maximum 5 days Suspension.

2<sup>nd</sup> Offense: Maximum 15 days Suspension.

3<sup>rd</sup> Offense: Recommendation of Expulsion.

**Consequences for felony vandalism will be based on the seriousness of the infraction.**

VIOLENT BEHAVIOR/THREATS OF PHYSICAL HARM TO STUDENTS OR STAFF: The principal must believe there was a true threat to classify the incident under this category. All incidents under this category will require *MANDATORY REPORTING TO LAW ENFORCEMENT*.

1<sup>st</sup> Offense: Maximum 5 days Suspension.

2<sup>nd</sup> Offense: Maximum 15 days Suspension.

3<sup>rd</sup> Offense: Recommendation of Expulsion.

### **Due Process Afforded to Students Facing Long-term Suspension or Expulsion**

The following procedures shall be followed with regard to 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.

## **PBiS – Positive Behavioral Interventions and Supports**

PBiS is a process to increase student achievement and success while decreasing students' challenging behaviors. By working together, staff, students, and parents help create a safer more effective environment. Behavior expectations are defined, taught, and reviewed with all students. The expectations are posted throughout the school in designated areas. We encourage parents to use the same expectations and rules that the school teaches. This common language creates consistency and a unified support for expected student behavior.

We know that when good behavior and good teaching come together, our students will excel in their learning. Our strategies are based on the belief that:

*"Positive behaviors from adults and students lead to an improved learning environment and increased learning."*

### **Our consistent school rules are:**

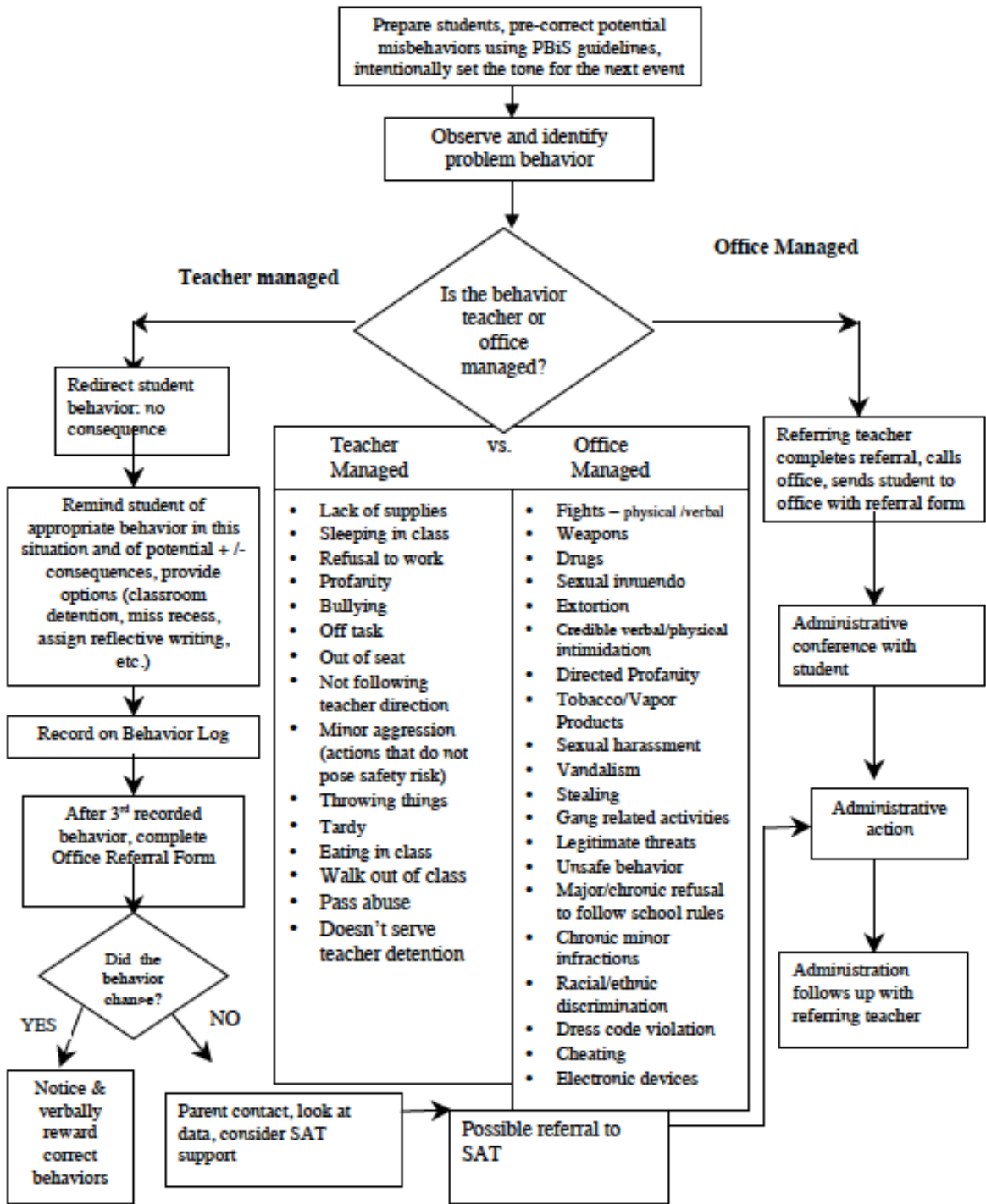
- ◆ **B**e Responsible
- ◆ **A**ctive Learning
- ◆ **R**espect Others and school
- ◆ **K**eeP Safe

These four rules apply to all areas of the school buildings and grounds. Classroom teachers also post their individual rules and expectations for their academic areas.

Students earn '**Positive Paws**' for positive behaviors. '**Paws**' are posted at the entryways and a copy is sent home to parents. Any staff member can give out 'Paws' to students. Drawings are held monthly for the students & staff to win prizes as rewards for their positive behavior!

Consequences are given to student non-compliant behaviors. These fall into 2 groups, Minor and Major according to the definitions within the program guidelines (see Student Behavior Management Process Flowchart). Students who exhibit poor choices that are defined as Minor behaviors are retaught the expectation and acknowledge this choice by signing a Behavior Log. Students who display behaviors identified as Major are referred to the Building Principal for consequences of their actions. Serious infractions that result in suspension (ISS and OSS) or expulsion have been outlined in the "Guidelines for Various Infractions" section of this handbook.

**SHELBY-RISING CITY PUBLIC SCHOOL  
Student Behavior Management Process**



## SECTION FOUR

# STAFF DIRECTORY

### **Administration**

Chip Kay (Superintendent)  
[ckay@shelby.esu7.org](mailto:ckay@shelby.esu7.org)  
Denise Glock (Elementary PK-5 Principal)  
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William Curry (Secondary 6-12 Principal)  
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### **Guidance Counselor**

Sandy Voss (6-12 Counselor)  
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Kate Nienhueser (K-5 Counselor)  
[kkloke@shelby.esu7.org](mailto:kkloke@shelby.esu7.org)

### **Office Personnel**

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Sue Topil (Secretary-Shelby)  
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Janice Braasch (Secretary-Rising City)  
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Amy Pospisil (Secretary-Rising City)  
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### **Nurse**

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### **Kitchen Staff**

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Patti Holmberg (Rising City)  
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### **Transportation**

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### **Custodians**

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### **Elementary Teachers**

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### Middle School Teachers

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### High School Teachers

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### District Staff Continued

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Turner Trofholz (HS/MS PE)  
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### Paraprofessionals

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# SCHOOL SCHEDULES

## Middle School Schedule(s):

### Normal Schedule

1	2	3	4A	4B	4C	5	6	7
8:12 - 9:02	9:05 - 9:55	9:58- 10:48	10:51-11:17	11:20-11:46	11:49-12:16	12:19-1:29	1:32-2:22	2:25-3:15

### Two Hour Late Start

1	4A	4B	4C	2	3	5	6	7
10:15-10:48	10:51-11:17	11:20-11:46	11:49-12:16	12:19-12:51	12:54-1:27	1:30-2:03	2:06-2:39	2:42-3:15

### 1:30 Early Dismissal

1	2	3	5	4A	4B	4C	6	7
8:12-8:48	8:51-9:27	9:30-10:06	10:09-10:48	10:51-11:17	11:20-11:46	11:49-12:16	12:19-12:48	12:51-1:20

## High School Schedule(s):

### Normal Schedule

1	2	HR	3	4	5A	5B	6	7	8
8:10 - 8:58	9:01 - 9:49	9:52 - 9:59	10:02-10:50	10:53-11:41	11:44-12:32	12:14-1:02	1:05-1:53	1:56-2:44	2:47-3:35

### 1:30 Early Dismissal

1	2	HR	3	4	5	6	7A	7B	8
8:10 - 8:43	8:46 - 9:19	9:22-9:29	9:32-10:05	10:08-10:41	10:44-11:17	11:20-11:53	11:56-12:26	12:26-12:56	12:59-1:30

### Two Hour Late Start

1	2	HR	3	4A	4B	5	6	7	8
10:10-10:43	10:46-11:19	11:22-11:29	11:32-12:05	12:08-12:38	12:38-1:08	1:11-1:44	1:47-2:21	2:24-2:58	3:01-3:35

### Wednesday Access Period

1	2	Access	3	4	5A	5B	6	7	8
8:10-8:55	8:58-9:43	9:46-10:17	10:20-11:05	11:08-11:53	11:56-12:41	12:26-1:11	1:14-1:59	2:02-2:47	2:50-3:35

## **ELEMENTARY SCHOOL DAY**

8:10 a.m. to 3:25 p.m.

### **Elementary Lunch Schedule**

10:50 – 11:20	Kindergarten
10:58 – 11:28	1 <sup>st</sup> Grade
11:06 – 11:36	2 <sup>nd</sup> Grade
11:14 – 11:44	3 <sup>rd</sup> Grade
11:22 – 11:52	4 <sup>th</sup> Grade
11:30 – 12:00	5 <sup>th</sup> Grade



Parent-Student-School  
Schoolwide Title I  
Elementary Learning Compact  
Shelby-Rising City Public School



**PARENT/GUARDIAN AGREEMENT**

As a parent/guardian, I understand that being actively involved in my child's learning will help him/her be successful and have a good attitude about learning. Therefore, I agree to carry out the following responsibilities:

- provide a homework routine for my child
- support the school's discipline program
- read to or with my child 15 minutes a day, 5 days a week so he/she will experience the joy of reading

**STUDENT AGREEMENT**

As a student, I understand that school is important because it will help me learn skills to be successful in my life. Therefore, I agree to carry out the following responsibilities:

- always try to do my best by following the school's discipline program
- be responsible and cooperative at home with homework and when my family reads to/with me
- attend school regularly and be prepared to learn and complete homework

**TEACHER AGREEMENT**

As a teacher, I understand how important it is for every student to have a positive school experience and for parents to have support as they help their child with school tasks. Therefore, I agree to carry out the following responsibilities:

- provide positive communication between students, parents, and teachers (via email, notes, and/or phone calls)
- provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet State academic achievement standards
- provide daily classroom practices, at-home practices, and extra optional practices with important and meaningful skills
- support the school's discipline program

# **STUDENT ACTIVITY HANDBOOK**

# Student Activity Handbook

## Pre-practice requirements: **ATHLETIC ACTIVITIES ONLY**

**EACH ATHLETE PARTICIPATING IN ANY SPORT MUST MEET THE FOLLOWING REQUIREMENTS BEFORE BEING ALLOWED TO PRACTICE.**

1. Turn into the sponsor a school approved physical examination form.
2. Turn into the sponsor a school approved student participation agreement.
3. Turn into the sponsor a school approved parent/guardian consent form.
4. Turn into the sponsor a school approved insurance verification form/waiver form.
5. Turn into the office an activities handbook verification form.

Forms 1, 2, 3, 4, must be filled out, completed in full and turned into the sponsor before a student will be allowed to participate. Form 5 will be turned into the office along with the Student Handbook verification form, they are one and the same. This need be done only once each year for the first athletic activity a student takes part in.

**ALL OF THE INFORMATION AND RULES LISTED BELOW ARE INTENDED FOR ALL PARTICIPANTS WHO TAKE PART IN THE CO-CURRICULAR ACTIVITIES OF SHELBY PUBLIC SCHOOL. IF THE TERM ATHLETE IS USED, IT COULD BE REPLACED WITH PARTICIPANT OR MUSICIAN ETC. IF THE TERM COACH IS USED, IT COULD BE REPLACED WITH DIRECTOR OR SPONSOR.**

In order to better inform parents and students of the various activities, some activity sponsors have written handbooks for their area of responsibility. These booklets cover the various aspects of a particular activity in more detail than this activity booklet. The individual sponsor's activity booklets will be subject to the overall policies in this activity book or School Board Policy. These booklets will be distributed to the students at the beginning of an activity season. All other reasonable rules or regulations adopted by the sponsor, and approved by the **ACTIVITY DIRECTOR**, of a co-curricular activity shall be followed provided that participants shall be notified of such rules and regulations by written handouts or posting on bulletin boards prior to the beginning of the season.

## **PARTICIPANT RESPONSIBILITY**

A participant is any boy/girl attending Shelby-Rising City High School that is taking part in an activity.

In order to be the best possible participant and follow the activity philosophy of the Shelby-Rising City Public School, the participant must assume the following responsibilities:

### **Responsibility to yourself:**

- (1) Attend all practices or rehearsals and practice with intensity; thus improve as an individual and a participant.
- (2) Adhere to training rules.
- (3) Expect no favors from the coach/sponsor or teammates. You must earn your position.

- (4) Develop a competitive attitude. Be willing to compete against your friend in practice as you would your opponent in interscholastic competition.
- (5) Be honest with yourself about your skills.
- (6) Maintain respect for yourself in victory and defeat.

**Responsibility to your activity:**

- (1) Don't be selfish. You should be willing to sacrifice personal achievement for team success.
- (2) Be able to separate personal matters from team matters.
- (3) Respect your teammates. They can make you a winner!
- (4) Follow the sponsor's directions.
- (5) Be loyal to your team. When your team needs your experience and ability, be there.

**Responsibility to your school and community:**

- (1) Recognize your leadership role both during and after competition.
- (2) Realize a good participant works to his/her ability in the classroom.
- (3) Respect the property of others.
- (4) Promote school spirit.

**SPONSOR: RESPONSIBILITY**

A sponsor is the person or his/her assistant that is directly in charge of an activity i.e. head football coach is a sponsor of the football team. The assistant football coach is a sponsor of the football team.

The sponsor's role is to give the community the best possible performances with the available talent each year. All sponsors will follow the Nebraska Coaches Creed which reads:

**I BELIEVE** interschool activities have an important place in the general education scheme and pledge myself to cooperate with others in the field of education to so administer them that their values shall never be questioned.

**I BELIEVE** the other sponsors of interschool activities are earnest in their desire to keep the interschool program high on the plans of citizenship training and I shall do all that I can to further their efforts.

**I BELIEVE** my own actions should be so regulated as to reflect credit to this profession.

**I BELIEVE** in the exercise of all the patience, tolerance, and diplomacy at my command in my relations with all participants, co-workers, activity officials, and spectators.

**I SHALL** abide by the rules of the activity in letter and spirit.

- I BELIEVE** proper administration of all activities offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self control, desires for clean, healthful living and respect for wise discipline and authority.
- I BELIEVE** these admirable characteristics, properly instilled by me through teaching and demonstration, will have a long carry-over and will aid each one connected with the activity to become a better citizen.
- I BELIEVE** in and will support all reasonable moves to improve activity conditions to provide for adequate equipment, and to promote the welfare of an increased number of participants.

### **GENERAL INFORMATION**

- A. Once each year before being permitted to start practice, a participant in athletic activities must have a complete physical examination. A copy of the form used for the exam can be picked up from your sponsor, from the activities director, at the school office or from the Shelby Clinic. The physical examination must be turned into your sponsor prior to participation. The record of your physical examination will be kept on file with the activities director. The form must be signed by the student, his/her parent or guardian, and a medical doctor. This physical exam will be paid for by the student or his/her parent or guardian.
- B. No practice will be scheduled on Sundays unless a contest is scheduled on the following Monday or prior approval is given by the administration.
- C. No participant will practice using school facilities unless supervised by a sponsor or as per board policy.
- D. All participants will wear the clothing and equipment required by the sponsor.
- E. If a participant suffers an injury or illness which requires a doctor's attention, he/she must have a written release from the doctor in order to resume practice/play.
- F. If a participant is injured he/she will be expected to attend all practices, games, meets, contests, or other events even though he/she can not actually participate unless excused by the sponsor.
- G. No practice will exceed 2 1/2 hours in length.
- H. Be at all practices. All practices are important and one participant missing may endanger the success of the team. If a participant knows he/she will be missing practice he/she is expected to notify the sponsor before the missed practice. Legitimate reasons for missing practice are:  
  
illness, funeral, another school function, and work for one's father or mother.  
  
The sponsor will determine if any other excuses are legitimate. A participant must notify the sponsor **BEFORE** missing any practice. A sponsor may discipline participants for missing practice without a legitimate reason.
- I. Any participant who is a member of any Shelby-Rising City High School interscholastic athletic squad cannot participate on any other organized team in that sport, in school or

out of school, during the period that he/she is a member of the Shelby-Rising City High School interscholastic squad.

Example: A student cannot participate on a town team volleyball team while a member of the high school volleyball team.

- J. Extra-Curricular Participation (300.28, #7):  
**IN ORDER TO PRACTICE OR PARTICIPATE IN ANY ACTIVITY HELD OUTSIDE OF SCHOOL HOURS THE STUDENT MUST BE IN ATTENDANCE ALL DAY ON THE DAY OF THE ACTIVITY. THE ONLY EXCEPTION TO THIS SECTION WOULD BE A PRE-ARRANGED ABSENCE APPROVED BY THE PRINCIPAL.**

- K. Guidelines for Participation in a Cooperative Activity.

1. Students will provide their own transportation to practices and contests.
2. Students will pay for any uniform(s) or equipment needed to practice.
3. Students will be required to pay the annual activity fee before participating in a contest.
4. Students will not be allowed to leave school early to attend a practice.
5. Students will need to complete a pre-excused slip when contests cause them to leave before the end of the regular school day.
6. Students will follow the Shelby-Rising City School Eligibility Policy.
7. Students that meet the lettering requirements will receive a letter and certificate from Shelby-Rising City Public School and will be recognized at the activities banquet.

- L. Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

**The School District will:**

All coaches and volunteers are required to complete the NFHS concussion training course annually. A certificate indicating completion of the course will be required to be submitted to the activities director annually.

On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition.

This information will include:

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

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic

activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

- M. The school district will not provide for the presence of a licensed health care professional at any practice or game.
- N. **ACTIVITY FEES:** Shelby-Rising City will assess an Athletic and Extracurricular Activity Participation Fee. The annual fee will be assessed to every student in grades 6-12 who participates in any NSAA sponsored activity or event. Also included, but not limited to:  
Marching and Pep Band  
Show or Competition Choir  
Dance Team  
Quiz Bowl  
Activities Excluded:  
All School Play  
Middle School Musical  
Organizations (NHS, FFA, FBLA, Student Council)  
The fee will be assessed once per school year at a rate established by the Administration, which for the 2016-2017 school year will be \$25 per student. Students participating in more than one activity will only pay a one time fee of \$25.00. A student activity pass that allows admittance to all "home", regular season athletic activities will be provided with the annual participation fee payment.  
The fee is non-refundable unless the student is cut from the athletic/activity roster and did not participate in any other athletic/extracurricular activities for the remainder of the school year. Refunds will be issued over the summer, after all of the student's obligations have been fulfilled. Students who voluntarily drop out of an activity will forfeit their fee. Payment of the Athletic and Extracurricular Activity Participation Fee does not guarantee position, role, or playing time. It does not guarantee the student or his/her parent, guardian or family control over any conditions, guidelines or policies regarding the team or activities.
- O. Students who participate in out-of-town school sponsored activities are to ride the bus or any mode of transportation specifically approved by the Principal. The student will ride the bus, or approved transportation, to the activity. He/She will return to Shelby-Rising City Public School on the same transportation unless the proper procedure is followed. (See the student handbook for further information about the proper procedure.)
- P. Activity practices scheduled the same day as snow/ice dismissal shall be automatically canceled. Practices may be held after late starts if the school day is completed. Practices related to other early dismissals and/or late starts may be scheduled at the discretion of the A.D./Superintendent. Games may be played/not played on weather affected days at the discretion of the A.D./Superintendent. The Superintendent shall have final determination in all cases.
- Q. The Shelby-Rising City Public Schools provides its participants with the best equipment possible. Therefore participants will be expected to return the equipment in reasonable condition at the end of the season. If it is not returned or is not in reasonable condition the participant will be expected to pay the replacement cost.
- R. Participants under school suspension, expulsion, or exclusion from school as established in Board policy are ineligible to practice or participate during the term of the suspension, expulsion, or exclusion.

For example, if a participant is given a suspension, for Monday, the participant will not be allowed to participate in any activity on Monday. If a participant is given a two day suspension for Monday, and Tuesday, the participant will not be allowed to participate Monday or Tuesday.

- S. A performance will always have preference over a practice with regard to student participation. The instructor that has the performance will set the times that he/she feels is necessary for the adequate dismissal, transportation, setting up of equipment, and performance of his/her participants. If there is an issue involving dismissal from school or practice, the activities director will make the final decision as to dismissal time.
- T. If a participant is scheduled to perform in two activities at once, the participant will decide which performance he/she will take part in. It is then the participant's responsibility to inform both sponsors as to his/her decision.
- U. Shelby-Rising City Public School uniforms will only be worn by Shelby-Rising City Public School sponsored teams. Non-school sponsored teams must furnish their own uniforms. The only way a non-school sponsored team may use school uniforms is: 1) allow all Shelby-Rising City students that are eligible to participate to be on the team, 2) pay rent for the uniforms to be used, 3) conform to all NSAA regulations that pertain to the activity. No current varsity uniforms will be used for this purpose other than All-Star competition.
- V. No participant will be allowed to start the next activity season without having turned in all equipment, paying all bills, and meeting all the requirements of the previous activity season or school year.
- W. Summer camps/clinics are not school sponsored activities. Shelby-Rising City Public School Claims no dominion over activities related to the planning, execution, and/or results of any summer camp/clinic. When taking part in summer camp(s)/clinic(s) the responsibility and liability rest solely with the adult or student participants as individuals.

### **GUIDELINES FOR THE PAYMENT OF STUDENT AND GROUP FEES**

The Shelby-Rising City School District will pay for the following:

1. All group entry fees for approved activities occurring during the time school is in session.
2. All awards given to students, including:
  - a. Athletic and/or Fines Arts letters, pins, stars, shields, and certificates
  - b. All-Conference patches for athletics
  - c. Championship patches if earned during athletic competition at the conference or district or state.
  - d. Academic recognition given for: the science fair, awards night, Honor Society and the honor assembly at the end of the school year.
3. Read-a-thon prizes
4. Meals and lodging of activity participants and coaches/sponsors if the school district is reimbursed by the organization that sponsors the event.
5. Meals and lodging of fine arts participants and coaches if the participation is at the All-State level.

6. The rate of compensation shall be \$6 for breakfast, \$8 for lunch, and \$10 for supper. The Activities Director, after conferring with the Superintendent, will decide the number meals required and if lodging is needed.
7. All-State auditions for vocal and instrumental music.
8. A total of two auditions for College Honor Bands or Honor Choirs.
9. First Team Athletic and Fine Arts All-State Members' pictures to be placed in a designated area in school.
10. Admission fees for cheerleaders, pep band members and other students when their attendance is required at an "away" activity.

### LETTERING

Each time an individual letters in the senior high, they will be awarded a letter certificate by the sponsor of that activity at the annual activities banquet. The first time a participant letters he/she will be awarded a chenille letter, an emblem representative of the activity the participant lettered in (i.e. winged foot for track), and a gold bar. On subsequent letterings, the participant will receive a certificate and a gold bar for each sport that they lettered in. All other participants who did not letter will be given a participation certificate.

### ATHLETIC LETTERING

- A. **FOOTBALL:** Any participant playing one-half the total regular season varsity quarters will be awarded a letter. A player gets one quarter for starting a reserve game. In addition the coach may letter a senior if he feels the athlete is deserving even though he/she has not met the preceding requirements. The above lettering criteria may be deviated from by the coach, with Activity Director approval, if extenuating circumstances exist.
- B. **BASKETBALL (boys and girls):** A participant must play one-fourth of the total varsity quarters. A participant may receive one-half quarter for starting a reserve game. In addition the coach may letter a senior if he feels the athlete is deserving even though he/she has not met the preceding requirements. The above lettering criteria may be deviated from by the coach, with Activity Director approval, if extenuating circumstances exist.
- C. **VOLLEYBALL:** A participant must play one-fifth of the total varsity games. The participant may receive one-half game for starting a reserve match. In addition the coach may letter a senior if he feels the athlete is deserving even though he/she has not met the preceding requirements. The above lettering criteria may be deviated from by the coach, with Activity Director approval, if extenuating circumstances exist.
- D. **TRACK (boys and girls):** A participant can letter if he/she scores 1 point at a meet with 7 or more teams. Relays will be counted as  $\frac{1}{4}$  value of the score. Example: A 5<sup>th</sup> place relay= each participant would receive  $\frac{1}{2}$  of a point. A participant may also letter if he/she meets one of the following requirements: breaks a school record, scores a total of 8 points for the season in any type of meet, if a senior who shows positive leadership abilities and has not met any of the preceding requirements or improve your personal best four times during the season (personal best includes past years efforts). The above

lettering criteria may be deviated from by the coach, with Activity Director approval, if extenuating circumstances exist.

- E. **MANAGER** (for athletics): A high school boy or girl can receive a manager's letter by managing two sports per year or is a manager for one sport and participates in another sport the same year. The above lettering criteria may be deviated from by the coach, with Activity Director approval, if extenuating circumstances exist.
- F. **CHEERLEADER**: A participant must attend 95% of assigned practices and 95% of assigned performances or receive no violations according to the constitution. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.
- G. **GOLF**: a participant can letter if he/she participates in 33% of the varsity(not duals/triangulars) meets and his/her score contributes to the team score in at least one meet. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.
- H. **WRESTLING**: A participant can letter if he/she participates in 50% of the varsity meets and his/her score contributes to the team score in at least one meet. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.
- I. **SOFTBALL**: A participant can letter if she plays in one-half of the total varsity games played. The participant may receive one-half game for starting a JV game. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.

#### **FINE ARTS LETTERING**

- A. **SPEECH**: Attend 90% of assigned practices. Earn an "excellent" or better rating at three contests. Attend and participate at the conference and district contests. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.
- B. **DRAMA**: Attend 90% of assigned practices. Know lines by assigned due dates. Participate in all performances or fulfill all the duties required of an assistant director or backstage crew person. The above lettering criteria may be deviated from by the sponsor, with Activity Director approval, if extenuating circumstances exist.
- C. **INSTRUMENTAL MUSIC**  
**The band letter award is a point-based system. Students wishing to letter in band must meet the following requirements:**
  - 1. Students must earn 130 points or more in band to letter.
  - 2. Excused absences will be awarded only half value points if properly excused. Excused absences include but are not limited to:
    - a. School activities (one week advance notice is required).
    - b. Family/medical emergency (parent note required).
    - c. Other absences may be excused at the director's discretion.
    - d. **A work conflict does not warrant an excused absence.**
  - 3. Any unexcused absence will result in automatic disqualification for lettering.
  - 4. An award will be given to the band student who earns the most letter points.
  - 5. See the following table for activities and their point values:

<b>Performance/Activity</b>	<b>Points</b>
Winter and Spring Concerts*	15 points each
Marching Band Performances* (3)	5 points each
Veterans Day Performance*	5 points
Pep Band Performances* (13)	5 points each
District Music Large Band Ensemble*	10 points
District Music Small Ensemble/Solo	5 points for a I rating
District Music Small Ensemble/Solo	2 points for a II rating
Audition for a Honor Band	2 points each
Win a Honor Band Audition	5 points each
Win an All-State Band Audition	15 points
Band Service Hour (ok with teacher)	1 point per hour
Private Lessons - primary instrument	5 points per semester

\*These are required events, and they total 125 points if all are attended.

**D. VOCAL MUSIC:**

The choir letter award is a point-based system. Students wishing to letter in choir must meet the following requirements:

1. Students must earn 100 points or more in choir to letter.
2. Excused absences will be awarded only half value points if properly excused. Excused absences include but are not limited to:
  - a. School activities (one week advance notice is required).
  - b. Family/medical emergency (documentation required).
  - c. Other absences may be excused at the director's discretion.
  - d. **A work conflict does not warrant an excused absence.**
3. Any unexcused absence will result in automatic disqualification for lettering.
4. An award will be given to the choir student who earns the most letter points.
5. See the following table for activities and their point values:

<b>Activity</b>	<b>Points</b>
Winter and Spring Concerts*	15 points each
Veterans Day Performance*	5 points
National Anthem at Home Games* (10)	5 points each
District Music Large Choir Ensemble*	10 points
District Music Small Ensemble/Solo	5 points for a I rating
Audition for a Honor Choir	2 points each

Win a Honor Choir Audition	5 points each
Win an All-State Choir Audition	15 points
Choir Service Hour (ok with teacher)	1 point per hour
Private Lessons - vocal	5 points per semester

\*These are required events, and they total 95 points if all are attended.

### **OTHER AWARDS**

- A. Any member of a conference season championship team, conference tournament championship team, district championship team, or state championship team will receive a championship patch or trophy/medal.
- B. Any participant selected All-Conference-1st team, 2nd team, or honorable mention will receive an all-conference patch.
- C. Any participant(s) selected to an All-State 1st team in a team sport or 1st place in the State Track Meet will be honored with his/her (their) picture being placed in a designated area. Likewise, participants receiving All-State honors in band, vocal music, speech, or drama will be honored with their picture being placed in a designated area.
- D. Any participant who participates in three sports for all four years of his/her athletic career will be given a Dedicated Athlete Award. If a participant is convicted in a court of law for the unlawful possession, use, or distribution of alcohol and or illicit drugs during his/her junior or senior year they will forfeit the right to receive the dedicated athlete award.
- E. Any student that letters in 3 athletic activities in a single school year will receive a 3-sport letter winners shield.

### **CHEERLEADING**

The purpose of the cheerleader squad at Shelby-Rising City Public School is to promote spirit and pride throughout the school, while providing support for athletic teams. The squad will do this by cheering at assigned home and away games, and at tournaments. Additional activities will include pep rallies, homecoming spirit week, displaying spirit posters and signs, and performing at designated times for half-time entertainment.

***See Cheerleader's Handbook for more details.***

### **SRC-CLUB**

- A. Any student that has received an athletic "S" is eligible to belong to the S-Club.
- B. S-Club member will follow the guidelines as stated in their constitution.

### **SHELBY-RISING CITY ACTIVITY PROGRAM DRUG FREE SCHOOL AND COMMUNITY - STUDENT POLICIES (700.02)**

It shall be the policy of Shelby-Rising City School District No. 72-0032 to provide age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at each grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such

instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. Such instruction should be described in any curriculum guides of the District and should have as one of its primary objectives preventing the use of illicit drugs and alcohol by such students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the district.

It shall further be the policy of the district through the instruction earlier herein referred to as well as by information and consistent enforcement of the board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

#### **STANDARDS OF STUDENT CONDUCT PERTAINING TO THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES**

It shall be the policy of Shelby-Rising City School District No. 72-0032 in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as herein above described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, referral to appropriate authorities for criminal prosecution.

It shall be the policy of Shelby-Rising City School District No. 72-0032 to provide information to all students concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within fifty miles of the administrative offices of the District or, where no such services are found available within 50 miles then such other programs as may exist within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol,

appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

It shall be the policy of Shelby-Rising City School District No. 72-0032 to provide each student of the District a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. Such standards of conduct and the District's policy of disciplinary sanctions that may be taken for violation of such standards of conduct shall be given to each student and his or her parent or parents or guardian prior to the commencement of each school year on a form to be developed by the administration or Board of Education.

It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be issued in duplicate and shall contain in prominent letters the following language:

**"THIS RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS A PARENT OR GUARDIAN OF A STUDENT ATTENDING SHELBY-RISING CITY SCHOOL DISTRICT NO. 72-0032 HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXACTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR**

**ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREINABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."**

It shall be the policy of Shelby-Rising City School District No. 72-0032 to review biennially its entire program pertaining to the prevention of the use of illicit drugs and the abuse of alcohol by students and employees to determine the effectiveness of the program and to implement such changes to the program as are deemed needed.

The Superintendent shall undertake such study as is deemed appropriate to determine whether the program of the District as herein above referred to is accomplishing its intended goals. If the Superintendent determines that changes are necessary or desirable in the program, the Superintendent shall, on or before the regular July meeting of the Board of Education, present to the Board of Education such changes as are proposed by the administration in the program of the District.

It shall be the policy of Shelby-Rising City School District No. 72-0032 to require the Superintendent of Schools to keep a statistical report of all violations of the district's policies and programs prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the school district's property or as part of any of the district's activities. The Superintendent shall at least annually provide a report to the Board of Education

consisting of at least the following:

1. The date and nature of any incidents of non-compliance with the District's policies pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees.
2. The nature of any sanction carried out against any such person in violation of such policies.

A brief description of any treatment, counseling, or rehabilitation that any such individual in violation of any such policy shall have undertaken and whether such undertaking was voluntary or involuntary.

### **300.32 PARTICIPATION RULES FOR EXTRACURRICULAR ACTIVITIES**

To represent Shelby-Rising City High School in interscholastic or extracurricular activities, each student participant must meet the eligibility rules of the Nebraska School Activities Association, and of Shelby-Rising City High School.

#### **1. SCOPE**

1.1 The following regulations will begin the first day of allowed practice at the start of each school year, (as established by the NSAA) or the first day of an organized activity or practice should the practice or activity start before the NSA established date. They will end on the last day of Student attendance in school except in the case of school sponsored activities that extend beyond the last day of school.

#### **2. PROHIBITED CONDUCT**

2.1 The following student conduct shall constitute grounds for imposition of the penalties described in paragraph 3 of these rules.

2.1.1 Use of violence, force coercion, threat, intimidation or similar conduct that constitutes a substantial interference with school purposes. 2.1.2 Causing or attempting to cause physical injury to anyone. Physical injury caused by accident, self defense or other action undertaken on the reasonable belief it was necessary to protect some other person shall not be a violation of this rule.

2.1.3 Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

2.1.4 Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered a weapon, when such activity occurs on school grounds or during an educational function or even off school grounds.

2.1.5 Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property.

2.1.6 Engaging in the possession, selling, dispensing or use of a controlled substance, including anabolic steroids, alcohol and tobacco product(including but not limited to cigarettes, cigars, and chewing tobacco, vapor products(such as e-cigarettes).

2.1.7 Public indecency.

2.1.8 Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes as a Class III Misdemeanor or greater.

2.1.9 Engaging in any other activity on school grounds or during an educational function or even off school grounds that constitute a danger to other students, to teachers, and other persons or interferes with school purposes.

2.1.10 A repeated violation of rules established by the Shelby-Rising City Board of Education governing student conduct.

2.1.11 If a student attends a party/gathering, where alcohol or drugs are being illegally dispensed, the student must leave the party/gathering immediately (LEAVING MEANS LEAVING IMMEDIATELY ) and report their attendance to a coach or administrator before the end of the next school day. Self reporting by the student in this case does not constitute a violation of policy 2.1.6 and a possible two event suspension, as long as the student leaves the gathering immediately.

### **3. PENALTIES**

3.1 The term extracurricular events, used in this and following paragraphs, means a game, performance, contest, or demonstration of an interscholastic or extracurricular activity performed for the public, or in a competition that is not public.

The following penalties shall be imposed by the Principal upon knowledge of a violation or violations of the participation rules. Penalties for first and second violations may be reduced as described in paragraph 4.

3.2.1 For the first violation of participation rules, the student shall not participate in four (4) consecutive extracurricular events. The student shall remain a part of all teams or activities and shall continue to practice as scheduled. (See paragraph 3.2.5 for an example of this rule).

3.2.2 For a second violation of the participation rules occurring in the same school year as the first violation, the student shall not participate in six (6) consecutive extracurricular events. The student shall remain a part of all teams or activities and continue to practice. (See paragraph 3.2.5 for example of this rule).

3.2.3 For a third violation occurring in the same school year as the first and a second violation, the student shall not participate in any extracurricular activities for the remainder of the school year. The student must obtain and complete counseling at the student's expense before participating in any activity in the following school year. A letter from the counselor to the Principal shall be evidence that a course of counseling has been completed.

3.2.4 A student's nonparticipation in any interscholastic or extracurricular activity after imposition of a penalty will not cancel the penalty. The penalty will resume, when the student next participates in an interscholastic or extracurricular activity which may carryover to the next school year.

3.2.5 Penalties imposed for first and second violations include events in all activities in which the student is eligible to participate. For example a penalty barring participation in four events might include one football game, one marching band contest, one vocal music performance, and one basketball game. Barring from participation in events incurred by the student as a result of an expulsion, suspension, or academic ineligibility do not detract from the total number of events a student is barred from as a result of the disciplinary action outlined by Board Policy 300.32; Sections 3.2.1 and 3.2.2.

3.2.6 For the first violation of prohibited conduct policy 2.1.6 (possession of alcohol, drugs or tobacco) the student shall complete the "Life of an Athlete" online drug and alcohol program. The program can be found at the following website: [www.lifeofanathlete.com](http://www.lifeofanathlete.com). Following completion of the program the student will present the principal and activities director a certificate of completion certificate that can be printed at the end of the program. Parents are encouraged to participate in the online program with their son/daughter.

### **4. PENALTY REDUCTION**

4.1 A student who has receive a penalty for a first or second violation of the participation rules may have such penalty reduced by using one of the following procedures.

4.1.1 A student shall have two extracurricular events restored if he or she, or his or her parents have admitted a violation of the participation rules to the Principal, Athletic Director, or Superintendent within two school days or before participating in any scheduled activity.

4.1.2 A student shall have participation in two extracurricular events restored upon completion of an alcohol education or counseling program approved by the school administration. The student shall pay the counseling program expense.

## **5. SCHOOL KNOWLEDGE OF ALLEGED VIOLATION**

5.1 Any adult resident, parent of any student, teacher, or administrator of Shelby-Rising City Public School District may report a violation of the participation rules to the Principal, Athletic Director, or Superintendent in a signed written statement containing his or her first hand observation.

5.2 Any adult may advise the Principal that a student has violated a participation rule where law enforcement personnel may be involved. Upon receipt of such information the principal shall determine whether or not a complaint has been filed in any court. If a complaint has been filed and states that a student has committed acts which violate the participation rules the Principal shall impose the appropriate penalty upon the student. Any student or his or her parents may admit a violation of the participation rules within two (2) school days. If the Principal determines that a participation rule has been violated the appropriate penalty shall be imposed.

5.3 Cyber Image Policy- Any identifiable image, photo or video which implicates a student to have been in possession or presence of drugs or portrays actual use, or out of character behavior or crime, shall be confirmation of a violation of the code. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the student must assume. It must also be noted that there may be persons, who would attempt to implicate a student, by taking such images, to place them in a situation where they might be in violation of this code standard. This is our rationale for demanding that our students not place themselves in such environments.

## **6. NOTIFICATION**

The Principal will send a written statement to the student and his or her parents informing them of any penalty imposed within three (3) school days. A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the principal, may notify the Superintendent in writing of their request for a review of the Principal's determination. The Superintendent, Athletic Director and a coach shall review the situation and render a decision within three (3) school days from the date of the request for review. Their decision shall be in writing and shall be final

### **The following activities are covered by this policy for grades 6-12.**

All School Play	Middle School Musical
Athletic/Activity Awards Banquet	One-Act Play
Basketball	Pep Band
Cheerleading/Dance	Prom
FBLA	Quiz Bowl
FFA	Science Bowl
Football	Senior Trip
Golf	Speech
Graduation Usher	TEAMS
Homecoming	Track
Inst. Music Contests/Performances	Vocal Music Contests/Performances
Middle School Dance (Fun Night)	Volleyball
Middle School Math Contest	Wayne State Math Contest
	Wrestling

Additional activities may be included at the discretion of the principal.

Exempt activities: summer band trip and graduation

## **CONFLICT RESOLUTION PROCESS**

Conflicts that arise between an athlete and a coach will be handled in the following manner:

1. An athlete and coach should attempt to resolve any issues.
2. If the conflict cannot be resolved between the athlete and coach, the athlete should make an appointment to meet with the Director of Athletics.
3. If the problem is still unresolved, then the parent should contact the coach.
4. Only when the problem cannot be resolved with the coach should the parent contact the Director of Athletics.
5. These are the steps to be followed for conflict resolution:
  - a) Athlete – Coach
  - b) Athlete – Director of Athletics
  - c) Parent – Coach
  - d) Parent – Director of Athletics
  - e) Parent – Principal
  - f) Parent Superintendent
  - g) Parent Board of Education

*\*Topics that will **not** be discussed between parents and coaches include the following: Playing time, discussions about other student athletes, and game strategies.*

In the event that there is a serious conflict or communication inability between two parties, the process would proceed to the next level.

**SHELBY-RISING CITY HUSKIES**  
**ATHLETIC CODE OF CONDUCT**

As a member of A Shelby-Rising City High School athletic team, there are certain standards you must live up to. You are expected to attend school regularly, maintain complete and passing grades in all classes, follow all school and team rules, and act in such a manner that represents you, your team, your school, and your community positively. In order to make this process as objective as possible, the following point system will be used to determine consequences for failing to live up to these standards.

Every player starts the season with a clean slate of zero points. The point values assigned to different actions are then added as necessary. When a player accumulates a total of four (4) points, he will be required to sit out the next game he would normally play in. Every multiple of four points (8, 12) after the first missed game will result in another missed game. A player accumulating more than twelve points will be dismissed from the team, having no chance to letter or earn any honors such as all-district or all-state.

**Infraction**

**Points**

Late for game, practice, meeting, lifting, or any activity where time is set.	1 per occurrence
Name on eligibility list - failing	1/2 per class per week
Penalty time such as: detention, stay after school, come in before school, strike.	1 per occurrence
Unexcused absence from game, practice, meeting, lifting session, or activity called by the coach.	2 per occurrence
Suspension - in school or out of school	2 per each day of suspension

**Exception:** Missing a weight session after missing practice will not be further penalized, as it is considered an extension of practice.

\* Missing a game due to being ineligible is considered an excused absence, since you already have been assigned a consequence by the school, and no points will be added for the miss. You will still accumulate the necessary points for being on the eligibility list.

\*Missing a game or practice is considered an excused absence, since you are already being punished by the school, and no points will be added for the miss.

\* Missing a game due to accumulating 4, 8, or 12 points is considered an excused absence, and no points will be added for the miss.

\* You are still expected to attend games you miss because of the school eligibility policy or this code of conduct.

# RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

Parents (or guardians) and students are required to sign & return the receipt form below before \_\_\_\_\_.

## PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook, Student Activity Handbook, and on-line district policies located on the Shelby-Rising City website that describes the Shelby-Rising City School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Shelby-Rising City Public Schools, including the Drug Free School Policy, Title I Learning Compact, and Activities Policies. My child and I have discussed these policies and understand that we must comply with them. In the event of a conflict or inconsistency between Shelby-Rising City Board Policy and the Student Handbook, the administration will determine the correct application of policy.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date