

Board of Education Regular Meeting  
Thursday, June 11, 2020 7:00 PM  
Shelby-Rising City School Rm. 402  
650 N. Walnut

1. Call to Order

2. Pledge of Allegiance

3. Announce Open Meeting Act Posting and Location

4. Recognition of Visitors

During this time visitors may request to the board the opportunity to speak at the appropriate time. The Board then allow for Public Comments. Each speaker will be limited to 5 minutes and all of the Public Comment time will be limited to 30 minutes.

An exception will be made for those speakers appearing on the Agenda as presenters.

5. Approval of Agenda

6. Consent Agenda

1. Minutes

2. Treasurers Report

7. Administrative Reports

1. Athletic Director/Activities Director Report

2. Elementary Principals Report

3. Secondary Principals Report

4. Superintendents Report

1. S-RC Beef Club

Fundraisers generated \$1,159 this year making the account balance \$2,090 to be used for processing fees and promotion of the "Local Beef" program used in our Nutrition Services breakfast and lunch

8. District Reports

1. Technology Report

2. Maintenance/Facilities/Transportation Report

### 3. Board/Committee Report

#### 1. Review Bullying Prevention Policy

### 9. Discussion Items

#### 1. 5th Grade Band

#### 2. Honor Roll and Roll of Excellence 4th Quarter/2nd Semester

#### 3. Forgoing hours owed under modified agreement for classified staff who work for District in 20-21

### 10. Action Items

#### 1. Discuss and take all necessary action on setting Substitute Pay for the 2020-2021 school year

Certified Teacher - \$120 Day / \$60 Half / \$197 Long-Term 16+

Classified - \$9.50/Hour

#### 2. Discuss and take all necessary action on Nutrition Program Prices for the 2020-2021 school year

#### 3. Discuss and take all necessary action on Staff, Student, and Activity Handbooks for the 2020-2021 school year

#### 4. Discuss and take all necessary action to implement ICU (Database, Professional Development, Life Guard's, and Handbook Policies)

#### 5. Discuss and take all necessary action to exempt Spring 2020 Semester Grades from student GPA's used to calculate class rank and Cum Laude status due to COVID-19.

#### 6. Discuss and take all necessary action on surplus of 2014 Chromebooks (Quantity = 16) for the purpose of selling.

They can no longer be updated by Google. REAP funds are being used to purchase new ones for the para-professionals.

#### 7. Discuss and take all necessary action to make Superintendent Doug Kluth the authorized representative of the District for financial accounts, federal grants, state grants, and other fiscal responsibilities set forth by state law, the department of education, and school board policy

#### 8. Discuss and take all necessary action on new, amended, and updated Board Policies

#### 9. Discuss and take all necessary action to amend the 2020-2021 school calendar

### 11. Set Dates

1. July Regular Meeting

2. Board/Administration Retreat/Goal Setting

12. Executive Session

13. The Board may enter into closed session at any time to discuss any matter for which a closed session is lawful and appropriate.

14. We have legal matters that need to be handled in closed session.

15. Before the Board can enter closed session, a motion must be made in agreement with Statute 84-1410 by the Board to discuss topics such as personnel, negotiations, and legal matters.

16. Adjournment

Kasey Hopwood: Present  
Jeff Kuhnel: Present  
Geoffrey Ruth: Present  
Jackie Sliva: Present  
Heath Vrbka: Present  
Chris Whitmore: Present  
Present: 6.

1. Call to Order

2. Pledge of Allegiance

3. Announce Open Meeting Act Posting and Location

4. Recognition of Visitors

5. Approval of Agenda

Motion to approve agenda as presented Passed with a motion by Jackie Sliva and a second by Kasey Hopwood.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea  
Yea: 6, Nay: 0

6. Consent Agenda

Motion to approve Consent Agenda Passed with a motion by Heath Vrbka and a second by Chris Whitmore.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea  
Yea: 6, Nay: 0

6.1. Minutes

6.2. Treasurers Report

7. Administrative Reports

7.1. Athletic Director/Activities Director Report

7.2. Elementary Principals Report

7.3. Secondary Principals Report

7.4. Superintendents Report

8. District Reports

8.1. Technology Report

8.1.1. Use of REAP 2020 and 2021 Funds

8.2. Maintenance/Facilities/Transportation Report

8.2.1. Purchase of 8 Sanitizing Stations

8.3. Board/Committee Report

8.3.1. Board Policy 202.02 - Conflict of Interest

8.3.2. Employee Exit Interviews

8.3.3. Policy Committee

9. Discussion Items

9.1. Class of 2020 Graduation

9.2. School Facility Access - June and July

9.3. Classified Employment Incentive and Cash-in-Lieu Program

9.4. NDE's Launch Nebraska 2020-2021 Expectations

10. Action Items

10.1. Discuss and take all necessary action on amendment to Board Policy 605.01R1

Motion to approve the amendment to Board Policy 605.01R1. Passed with a motion by Chris Whitmore and a second by Jackie Sliva.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea  
Yea: 6, Nay: 0

10.2. Discuss and take all necessary action on portable stage quote(s)

Motion to approve the portable stage quotes (cheapest) in the event that an existing portable stage can not be found. Passed with a motion by Jackie Sliva and a second by Heath Vrbka.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea  
Yea: 6, Nay: 0

10.3. Discuss and take all necessary action on closing option enrollment to services and/or grade levels that are at capacity

Motion to close option enrollment to special educational services due to reaching capacity for the existing FTE. Passed with a motion by Heath Vrbka and a second by Kasey Hopwood.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea  
Yea: 6, Nay: 0

10.4. Discuss and take all necessary action to amend Board Policy 611.03, 611.05, and 611.06 to reflect Cum Laude Academic Recognition

Motion to amend Board Policy 611.03, 611.05, and 611.06 to reflect Cum Laude Academic Recognition. Passed with a motion by Chris Whitmore and a second by Jackie Sliva.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea  
Yea: 6, Nay: 0

10.5. Board Policies on Ceremonies

Motion to approve the Board Policies 607.02 and 611.07 regarding school ceremonies and Graduation requirements. Passed with a motion by Kasey Hopwood and a second by Heath Vrbka.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea  
Yea: 6, Nay: 0

10.6. Discuss and take all necessary action to eliminate activity fee (Grades 6-12) and provide all full-time students in grades K-12 with a free activity pass for home, regular season contests

Motion to approve eliminating activity fees (Grades 6-12) and provide all full-time students in grades K-12 with a free activity pass for home, regular season contests Passed with a motion by Kasey Hopwood and a second by Chris Whitmore.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea  
Yea: 6, Nay: 0

10.7. Discuss and take all necessary action on new certified hires

Motion to approve the new certified hires of Madisyn Jakub (Miller) B+0/1 and Mallory Patterson B+0/1 Passed with a motion by Jackie Sliva and a second by Heath Vrbka.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea  
Yea: 6, Nay: 0

10.8. Discuss and take all necessary action to approved the purchase of Amplify for the Grades 3-8 Science Curriculum at \$31,488

Motion to approve the purchase of Amplify for the Grades 3-8 Science Curriculum at \$31,488 Passed with a motion by Chris Whitmore and a second by Jackie Sliva.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea  
Yea: 6, Nay: 0

10.9. Discuss and take all necessary action to permit all district employees optional participation in a District Vision Plan provided by VSP/Ameritas beginning in 2020-2021

Motion to permit all district employees optional participation in a District Vision Plan provided by VSP/Ameritas beginning in 2020-2021 Passed with a motion by Heath Vrbka and a second by Chris Whitmore.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea  
Yea: 6, Nay: 0

10.10. Discuss and take all necessary action for purchase/renewal of IXL for K-12 in ELA and Math at \$16,700

Motion to approve the purchase/renewal of IXL for K-12 in ELA and Math at \$16,700

Passed with a motion by Kasey Hopwood and a second by Heath Vrbka.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea

Yea: 6, Nay: 0

10.11. Discuss and take all necessary action on NDE Affidavit of Hours/Days of Attendance

Motion to approve the NDE Affidavit of Hours/Days of Attendance (signed by School Board Secretary, Kasey Hopwood). Passed with a motion by Heath Vrbka and a second by Geoffrey Ruth.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea

Yea: 6, Nay: 0

10.12. Discuss and take all necessary action on making Bus 13 Surplus for the purpose of Trade-in for purchase of a 2016, Thomas C2, 77 Passenger Bus from Master Transportation for \$46,000

Motion to approve making Bus 13 Surplus for the purpose of Trade-in for purchase of a 2016, Thomas C2, 77 Passenger Bus from Master. Passed with a motion by Chris Whitmore and a second by Kasey Hopwood.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea

Yea: 6, Nay: 0

11. Set Dates

12. Executive Session

13. Adjournment

Motion to adjourn at 8:28pm Passed with a motion by Jeff Kuhnel and a second by Heath Vrbka.

Kasey Hopwood: Yea, Jeff Kuhnel: Yea, Geoffrey Ruth: Yea, Jackie Sliva: Yea, Heath Vrbka: Yea, Chris Whitmore: Yea

Yea: 6, Nay: 0

**Board of Education**

**Shelby-Rising City Public Schools**

**Regular Meeting**

**June 11, 2020**

**7:00 PM**

<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
Checking	1	Fund: 01 GENERAL FUND
38355	AMY POSPISIL	41.25
38356	BLACK HILLS ENERGY	254.05
38357	CAPITAL ONE	2,629.77
38358	CDW-GOVERNMENT	4,005.76
38359	CENTRAL NEBRASKA REHABILITATION SERVICES	2,159.63
38360	CUBBYS CORPORATE OFFICE	250.47
38361	CULLIGAN OF YORK	36.00
38362	DYNAMIC INTERNET SOLUTIONS, LLC	300.00
38363	E.S.U. #7	313.99
38364	EAKES OFFICE SOLUTIONS	306.39
38365	EDUCATIONAL SERVICE UNIT #7	11,935.41
38366	EGAN SUPPLY CO.	341.73
38367	ESU #7 DISTANCE LEARNING	2,800.00
38368	GENERAL FUND-PETTY CASH	250.31
38369	HOMETOWN LEASING	1,745.61
38370	IXL LEARNING	16,740.00
38371	JOURNEYED.COM, INC.	39.23
38372	K-LOG	8,811.15
38373	KSB SCHOOL LAW, PC, LLO	2,412.91
38374	LINGO	141.93
38375	MASTER'S TRANSPORTATION	366.36
38376	MATHESON TRI-GAS INC.	792.05
38377	MECHANICAL SALES, INC	65.56
38378	MENARDS	104.29
38379	MID-AMERICAN RESEARCH CHEMICAL	10,331.90
38380	MIDWEST ALARM SERVICES	118.80

<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
38381	MIDWEST TECHNOLOGY PRODUCTS	76.14
38382	MNJ TECHNOLOGIES DIRECT	479.50
38383	NAPA AUTO AND TRUCK PARTS	85.99
38384	OLIVA AUDIO-VISUAL REPAIR	183.10
38385	ORKIN PEST CONTROL	89.90
38386	OSANTOWSKI, KEEGAN	100.00
38387	PAY FLEX	100.00
38388	PINNACLE AGENCY	100.00
38389	PIONEER MANUFACTURING CO.	1,515.50
38390	PITNEY BOWES	210.96
38391	PLANK ROAD PUBLISHING	172.45
38392	POLK CO. RURAL PUBLIC POWER DISTRICT	6,470.96
38393	POLK COUNTY HEALTH DEPARTMENT	810.60
38394	POLK COUNTY NEWS	120.91
38395	QUILL CORPORATION	352.62
38396	RADIO TIME BILLING	267.00
38397	SCHOOL SPECIALITY	166.59
38398	SHELBY LUMBER CO.	200.89
38399	SHELBY WELDING & REPAIR	30.00
38400	STAPLES ADVANTAGE	502.21
38401	STEWART, STACY	19.73
38402	TILLEY SPRINKLERS & LANDSCAPING, INC	451.11
38403	VERIZON WIRELESS	307.15
38404	VILLAGE OF SHELBY	1,103.28
38405	VOSS, LEYTON	125.00
38406	WINDSTREAM	670.90

Invoice Total:	\$ 82,007.04
Payroll:	\$ 388,782.23
Total:	\$ 470,789.27

Batch Description: JUNE 2020 GENERAL FUND INVOICES  
Vendor ID: POSPISIL AMY POSPISIL

Processing Month: 06/2020

Invoice Number: 6920 Amount: 41.25

Description: 1 Check Type: REIMBURSE FOR BALLOONS

Sequence: 1 Check Type: REIMBURSE FOR BALLOONS

Chart of Account Number: 01 2670 610 000 0000 0 000  
Detail Description: REIMBURSE FOR BALLOONS

Invoice Date: 06/09/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00

Check Number: 41.25

Cost Center ID: N  
Detail Amount: 41.25  
1099 Detail Amount Asset/Asset Tag: In Full

Vendor ID: BLACKHILLS BLACK HILLS ENERGY

Invoice Number: 6920 Amount: 254.05

Description: 1 Check Type: FUEL

Sequence: 1 Check Type: FUEL

Chart of Account Number: 01 2610 621 000 0000 0 000  
Detail Description: FUEL

Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00

Check Number: 254.05

Cost Center ID: N  
Detail Amount: 254.05  
1099 Detail Amount Asset/Asset Tag: In Full

Vendor ID: CAPITAL CAPITAL ONE

Invoice Number: 6920 Amount: 2,629.77

Description: 1 Check Type: CONFERENCE

Sequence: 1 Check Type: CONFERENCE

Chart of Account Number: 01 2120 330 000 0000 0 000  
Detail Description: NE SCHOOL MENTAL HEALTH CONFERENCE

Invoice Date: 06/09/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00

Check Number: 50.00

Cost Center ID: N  
Detail Amount: 50.00  
1099 Detail Amount Asset/Asset Tag: In Full

01 2310 890 000 0000 0 000 STAFF APPRECIATION LUNCH AND GIFTS

01 2590 643 000 0000 0 000 ADOBE & BAMBOO

2,182.68

397.09

Vendor ID: CDW CDW-GOVERNMENT

Invoice Number: XVJ8322,XVK2816 Amount: 4,005.76

Description: 1 Check Type: CHROMEBOOKS

Sequence: 1 Check Type: CHROMEBOOKS

Chart of Account Number: 01 6992 734 000 0000 0 000  
Detail Description: SAMSUNG CHROMEBOOKS

Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00

Check Number: 3,605.76

Cost Center ID: N  
Detail Amount: 400.00  
1099 Detail Amount Asset/Asset Tag: In Full

01 6992 650 000 0000 0 000 GOOGLE CHROME EDU LIC

Vendor ID: CENTRAL CENTRAL NEBRASKA REHABILITATION SERVICES

Invoice Number: 10164 Amount: 2,159.63

Description: 1 Check Type: PT SPED

Sequence: 1 Check Type: PT SPED

Chart of Account Number: 01 2173 340 000 0000 0 000  
Detail Description: 0-2 PT SPED

Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 2,159.63

Check Number: 16.00

Cost Center ID: N  
Detail Amount: 2,053.88  
1099 Detail Amount Asset/Asset Tag: In Full

01 2161 340 000 0000 0 000 S.A. OT SPED

01 2171 340 000 0000 0 000 S.A. PT SPED

2,053.88

89.75

Vendor ID: CUBBYSCORP CUBBY'S CORPORATE OFFICE

Invoice Number: 4192824 Amount: 250.47

Description: 1 Check Type: STUDENT CHECK IN

Sequence: 1 Check Type: STUDENT CHECK IN

Chart of Account Number: 01 2410 890 002 0000 0 000  
Detail Description: SUPPLIES FOR STUDENT CHECK IN

Invoice Date: 06/09/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00

Check Number: 13.76

Cost Center ID: N  
Detail Amount: 80.91  
1099 Detail Amount Asset/Asset Tag: In Full

01 2610 626 000 0000 0 000 GAS FOR CUSTODIAL

01 2710 626 000 0000 0 000 GAS FOR VANS

80.91

155.80

**Vendor ID: CULLIGANYO CULLIGAN OF YORK**

Description:   
Sequence: 1 Check Type:   
Chart of Account Number Detail Description  
01 2610 610 000 0000 0 000 COOLER RENTAL

**PO Number:** **Invoice Number: 6820** **Amount:** **36.00**  
**Invoice Date:** 06/08/2020 **Due Date:** 06/11/2020 **Status:** A **1099 Amount:** 0.00

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
36.00 N

**Vendor ID: DYNAMIC DYNAMIC INTERNET SOLUTIONS, LLC**

Description:   
Sequence: 1 Check Type:   
Chart of Account Number Detail Description  
01 1100 643 000 0000 0 000 LESSON PLANNER ANNUAL SERVICE FEE

**PO Number:** **Invoice Number: 1006655** **Amount:** **300.00**  
**Invoice Date:** 06/08/2020 **Due Date:** 06/11/2020 **Status:** A **1099 Amount:** 0.00

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
300.00 N

**Vendor ID: ESU7 E.S.U. #7**

Description:   
Sequence: 1 Check Type:   
Chart of Account Number Detail Description  
01 1190 550 002 0000 0 000 PK PRINTING  
01 1100 550 000 0170 0 000 VOCAL PRINTING  
01 2410 890 002 0000 0 000 ELEM PRINCIPAL PRINTING  
01 1100 550 002 0050 0 000 5TH PRINTING  
01 1100 550 002 0020 0 000 2ND PRINTING  
01 1100 550 003 0130 0 000 MS HISTORY PRINTING  
01 1100 550 002 0030 0 000 3RD PRINTING  
01 2590 550 000 0000 0 000 OFFICE PRINTING  
01 6200 550 002 0000 0 000 TITLE ONE PRINTING

**PO Number:** **Invoice Number: 1741** **Amount:** **313.99**  
**Invoice Date:** 06/09/2020 **Due Date:** 06/11/2020 **Status:** A **1099 Amount:** 0.00

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
6.42 N  
29.27 N  
223.39 N  
13.01 N  
5.21 N  
0.90 N  
13.60 N  
16.73 N  
5.46 N

**Vendor ID: EAKESO EAKES OFFICE SOLUTIONS**

Description:   
Sequence: 1 Check Type:   
Chart of Account Number Detail Description  
01 6996 960 000 0000 0 000 GLOVES  
01 2590 443 000 0000 0 000 COPIER CONTRACT

**PO Number:** **Invoice Number: 8018981,INV205971** **Amount:** **306.39**  
**Invoice Date:** 06/08/2020 **Due Date:** 06/11/2020 **Status:** A **1099 Amount:** 0.00

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
59.96 N  
246.43 N

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

Description:   
Sequence: 1 Check Type:   
Chart of Account Number Detail Description  
01 6404 320 000 0000 0 000 IDEA 0-2  
01 6406 320 000 0000 0 000 IDEA 3-5  
01 1200 591 000 0000 0 000 SPED SERVICES  
01 1200 320 000 0000 0 000 SPED SERVICES  
01 2141 340 000 0000 0 000 S.A. PSYCH SPED

**PO Number:** **Invoice Number: APRIL20** **Amount:** **11,935.41**  
**Invoice Date:** 06/08/2020 **Due Date:** 06/11/2020 **Status:** A **1099 Amount:** 11,935.41

Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
866.72 N  
2,222.38 N  
655.28 N  
4,678.71 N  
3,512.32 N

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

**Invoice Number: 320795** **Amount:** **341.73**

Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 06/09/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Chart of Account Number Detail Description Check Number: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
01 2610 610 000 0000 0 000 PAPER PRODUCTS 341.73 N

**Vendor ID: ESU7DIST ESU #7 DISTANCE LEARNING**  
Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 2,800.00  
Chart of Account Number Detail Description Check Number: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
01 2224 382 000 0000 0 000 ESU7 DISTANCE LEARNING 2020-2021 FEE 2,800.00 N

**Vendor ID: PETTY GENERAL FUND-PETTY CASH**  
Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 250.31  
Chart of Account Number Detail Description Check Number: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
01 1100 291 000 0000 0 000 ADMIN FEE 100.00 N  
01 2410 890 001 0000 0 000 SUPPLIES FOR CHECK IN 40.07 N  
01 2710 430 000 0000 0 000 ACTIVITY BUS PARTS 110.24 N

**Vendor ID: HOMETO HOMETOWN LEASING**  
Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 06/09/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 1,745.61  
Chart of Account Number Detail Description Check Number: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
01 2590 443 000 0000 0 000 COPIER PAYMENTS 875.90 N  
01 2610 440 000 0000 0 000 EQUIPMENT PAYMENT 869.71 N

**Vendor ID: IXLLEARN IXL LEARNING**  
Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 16,740.00  
Chart of Account Number Detail Description Check Number: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
01 1100 643 000 0000 0 000 3 YEAR IXL SERVICE SITE LIC 16,740.00 N

**Vendor ID: JOURNEYED JOURNEYED.COM, INC.**  
Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 39.23  
Chart of Account Number Detail Description Check Number: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
01 2230 734 000 0000 0 000 MICRO USB PLUS 2-PORT 39.23 N

**Vendor ID: KLOG K-LOG**  
Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 06/09/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 8,811.15  
Chart of Account Number Detail Description Check Number: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
01 1100 730 000 0000 0 000 PORTABLE STAGE 8,811.15 N

**Vendor ID: KSBSCHLAW KSB SCHOOL LAW, PC, LLO**  
Description: Sequence: 1 Check Type: Checking Account ID: Invoice Date: 06/09/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 2,412.91  
Chart of Account Number Detail Description Check Number: Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
01 1100 730 000 0000 0 000 PORTABLE STAGE 2,412.91 N

Description: 1      Check Type:      Checking Account ID:      Invoice Date: 06/08/2020      Due Date: 06/11/2020      Status: A      1099 Amount: 2,412.91  
Sequence: 1      Check Number:      Check Date:      Invoice Number: 28934635      Amount: 141.93  
Chart of Account Number      Detail Description      Detail Amount      1099 Detail Amount      Asset/Asset Tag      In Full  
01 2330 317 000 0000 0 000      LEGAL SERVICES      2,412.91      2,412.91      N

**Vendor ID: LINGO**      LINGO      Invoice Number: 28934635      Amount: 141.93  
Description:      Checking Account ID:      Invoice Date: 06/08/2020      Due Date: 06/11/2020      Status: A      1099 Amount: 0.00  
Sequence: 1      Check Type:      Check Number:      Check Date:      Invoice Number:      Amount:      141.93  
Chart of Account Number      Detail Description      Detail Amount      1099 Detail Amount      Asset/Asset Tag      In Full  
01 2590 530 000 0000 0 000      LONG DISTANCE      141.93      N

**Vendor ID: MASTERS**      MASTER'S TRANSPORTATION      Invoice Number: 122982      Amount: 366.36  
Description:      Checking Account ID:      Invoice Date: 06/09/2020      Due Date: 06/11/2020      Status: A      1099 Amount: 0.00  
Sequence: 1      Check Type:      Check Number:      Check Date:      Invoice Number:      Amount:      366.36  
Chart of Account Number      Detail Description      Detail Amount      1099 Detail Amount      Asset/Asset Tag      In Full  
01 2710 610 000 0000 0 000      BACK UP CAMERA SYSTEM      366.36      N

**Vendor ID: MATHESON**      MATHESON TRI-GAS INC.      Invoice Number: 51643136      Amount: 792.05  
Description:      Checking Account ID:      Invoice Date: 06/08/2020      Due Date: 06/11/2020      Status: A      1099 Amount: 0.00  
Sequence: 1      Check Type:      Check Number:      Check Date:      Invoice Number:      Amount:      792.05  
Chart of Account Number      Detail Description      Detail Amount      1099 Detail Amount      Asset/Asset Tag      In Full  
01 1100 610 001 0180 0 000      GAS AND RENTAL FEE      792.05      N

**Vendor ID: MECHANICAL**      MECHANICAL SALES, INC      Invoice Number: 49967      Amount: 65.56  
Description:      Checking Account ID:      Invoice Date: 06/08/2020      Due Date: 06/11/2020      Status: A      1099 Amount: 0.00  
Sequence: 1      Check Type:      Check Number:      Check Date:      Invoice Number:      Amount:      65.56  
Chart of Account Number      Detail Description      Detail Amount      1099 Detail Amount      Asset/Asset Tag      In Full  
01 2620 430 000 0000 0 000      BELT      65.56      N

**Vendor ID: MENARD**      MENARDS      Invoice Number: 17016,16547      Amount: 104.29  
Description:      Checking Account ID:      Invoice Date: 06/08/2020      Due Date: 06/11/2020      Status: A      1099 Amount: 0.00  
Sequence: 1      Check Type:      Check Number:      Check Date:      Invoice Number:      Amount:      104.29  
Chart of Account Number      Detail Description      Detail Amount      1099 Detail Amount      Asset/Asset Tag      In Full  
01 2610 610 000 0000 0 000      SUPPLIES      104.29      N

**Vendor ID: MIDAME**      MID-AMERICAN RESEARCH CHEMICAL      Invoice Number: 699498A-IN      Amount: 10,331.90  
Description:      Checking Account ID:      Invoice Date: 06/08/2020      Due Date: 06/11/2020      Status: A      1099 Amount: 0.00  
Sequence: 1      Check Type:      Check Number:      Check Date:      Invoice Number:      Amount:      10,331.90  
Chart of Account Number      Detail Description      Detail Amount      1099 Detail Amount      Asset/Asset Tag      In Full  
01 2610 610 000 0000 0 000      NEUTRALIZING AGENT      43.60      N  
01 2620 430 000 0000 0 000      GYM FLOORS      10,288.30      N

**Vendor ID: MIDWESTALA**      MIDWEST ALARM SERVICES      Invoice Number: 322399      Amount: 118.80  
Description:      Checking Account ID:      Invoice Date: 06/08/2020      Due Date: 06/11/2020      Status: A      1099 Amount: 0.00  
Sequence: 1      Check Type:      Check Number:      Check Date:      Invoice Number:      Amount:      118.80

Chart of Account Number 01 2670 352 000 0000 0 000  
Detail Description FIRE ALARM MONITORING

Cost Center ID 118.80  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
N

**Vendor ID: MIDTECHNO** MIDWEST TECHNOLOGY PRODUCTS

**Invoice Number:** 2112587-00 **Amount:** 76.14

Description: 1 Check Type: Checking Account ID:  
Chart of Account Number 01 1100 610 001 0180 0 000  
Detail Description POWERLK TAPE RULE

PO Number: Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID 76.14  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
N

**Vendor ID: MNUTECH** MNJ TECHNOLOGIES DIRECT

**Invoice Number:** 0003725579 **Amount:** 479.50

Description: 1 Check Type: Checking Account ID:  
Chart of Account Number 01 2230 734 000 0000 0 000  
Detail Description PORTABLE HARD DRIVES

PO Number: Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID 479.50  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
N

**Vendor ID: NAPAAUTO** NAPA AUTO AND TRUCK PARTS

**Invoice Number:** 681994 **Amount:** 85.99

Description: 1 Check Type: Checking Account ID:  
Chart of Account Number 01 2710 610 000 0000 0 000  
Detail Description RUBBER COATING FOR UNDER BUSES

PO Number: Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID 85.99  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
N

**Vendor ID: OLIVAA** OLIVA AUDIO-VISUAL REPAIR

**Invoice Number:** 43992 **Amount:** 183.10

Description: 1 Check Type: Checking Account ID:  
Chart of Account Number 01 2230 432 000 0000 0 000  
Detail Description IPAD REPAIR

PO Number: Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID 183.10  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
N

**Vendor ID: ORKINP** ORKIN PEST CONTROL

**Invoice Number:** 198581593 **Amount:** 89.90

Description: 1 Check Type: Checking Account ID:  
Chart of Account Number 01 2610 420 000 0000 0 000  
Detail Description PEST CONTROL

PO Number: Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID 89.90  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
N

**Vendor ID: OSANTOWKEE** OSANTOWSKI, KEEGAN

**Invoice Number:** 6820 **Amount:** 100.00

Description: 1 Check Type: Checking Account ID:  
Chart of Account Number 01 1100 151 000 0000 0 000  
Detail Description STRIV - BB

PO Number: Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID 100.00  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
N

**Vendor ID: PAYFLEX** PAY FLEX

**Invoice Number:** 6820 **Amount:** 100.00

Description: 1 Check Type: Checking Account ID:  
Chart of Account Number 01 1100 291 000 0000 0 000  
Detail Description ADMIN FEES

PO Number: Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID 100.00  
Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
N

**Vendor ID: PINNAG PINNACLE AGENCY**

Description: Checking Account ID:  
Sequence: 1 Check Type: BOND RENEWAL FOR SUPERINTENDENT  
Chart of Account Number Detail Description  
01 2310 520 000 0000 0 000

PO Number: Invoice Number: 5380 Amount: 100.00  
Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
100.00 N

**Vendor ID: PIONEER PIONEER MANUFACTURING CO.**

Description: Checking Account ID:  
Sequence: 1 Check Type: PAINT FOR FB FIELD  
Chart of Account Number Detail Description  
01 2610 610 000 0000 0 000

PO Number: Invoice Number: 755346 Amount: 1,515.50  
Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
1,515.50 N

**Vendor ID: PITBOW PITNEY BOWES**

Description: Checking Account ID:  
Sequence: 1 Check Type: POSTAGE MACHINE LEASE  
Chart of Account Number Detail Description  
01 2590 443 000 0000 0 000

PO Number: Invoice Number: 3311344006 Amount: 210.96  
Invoice Date: 06/09/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
210.96 N

**Vendor ID: PLANK PLANK ROAD PUBLISHING**

Description: Checking Account ID:  
Sequence: 1 Check Type: MUSIC K-8 MUSIC SUBSCRIPTION  
Chart of Account Number Detail Description  
01 1100 610 000 0170 0 000

PO Number: Invoice Number: 20-039785 Amount: 172.45  
Invoice Date: 06/09/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
172.45 N

**Vendor ID: POLKCORPP POLK CO. RURAL PUBLIC POWER DISTRICT**

Description: Checking Account ID:  
Sequence: 1 Check Type: ELECTRICITY  
Chart of Account Number Detail Description  
01 2610 622 000 0000 0 000

PO Number: Invoice Number: 6820 Amount: 6,470.96  
Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
6,470.96 N

**Vendor ID: POLKC4 POLK COUNTY HEALTH DEPARTMENT**

Description: Checking Account ID:  
Sequence: 1 Check Type: APRIL SERVICES  
Chart of Account Number Detail Description  
01 2130 340 000 0000 0 000

PO Number: Invoice Number: 6820 Amount: 810.60  
Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 810.60  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
810.60 N

**Vendor ID: POLKC5 POLK COUNTY NEWS**

Description: Checking Account ID:  
Sequence: 1 Check Type: BOARD MINUTES  
Chart of Account Number Detail Description  
01 2310 540 000 0000 0 000

PO Number: Invoice Number: 26581 Amount: 120.91  
Invoice Date: 06/09/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full  
120.91 N

**Vendor ID: QUILL QUILL CORPORATION**

Description: Checking Account ID:  
Sequence: 1 Check Type:  
Chart of Account Number Detail Description  
01 2310 540 000 0000 0 000

PO Number: Invoice Number: 62595966337195624875 Amount: 352.62  
Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:

Chart of Account Number  
01 1200 610 000 0 000  
01 1190 610 002 0000 0 000  
01 2230 734 000 0000 0 000

Detail Description  
SPED SUPPLIES  
PK SUPPLIES  
USB KVM SWITCH KIT

Cost Center ID  
191.23  
91.40  
69.99

Detail Amount  
1099 Detail Amount  
Asset/Asset Tag

In Full

**Vendor ID: RADIOTIMEB RADIO TIME BILLING**

Description:  
Sequence: 1 Check Type:

PO Number:  
Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:

Amount: 267.00

Chart of Account Number  
01 2310 540 000 0000 0 000

Detail Description  
HEALTH CARE APPRECIATION

Cost Center ID  
267.00

Detail Amount  
1099 Detail Amount  
Asset/Asset Tag

In Full

**Vendor ID: SCHOSP SCHOOL SPECIALTY**

Description:  
Sequence: 1 Check Type:

PO Number:  
Invoice Date: 06/09/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:

Amount: 166.59

Chart of Account Number  
01 1200 610 000 0000 0 000  
01 1190 610 002 0000 0 000  
01 1100 610 002 0020 0 000

Detail Description  
SPED SUPPLIES  
PK SUPPLIES  
2ND GRADE SUPPLIES

Cost Center ID  
95.37  
49.54  
21.68

Detail Amount  
1099 Detail Amount  
Asset/Asset Tag

In Full

**Vendor ID: SHELBY5 SHELBY LUMBER CO.**

Description:  
Sequence: 1 Check Type:

PO Number:  
Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:

Amount: 200.89

Chart of Account Number  
01 2610 610 000 0000 0 000

Detail Description  
CUSTODIAL SUPPLIES

Cost Center ID  
200.89

Detail Amount  
1099 Detail Amount  
Asset/Asset Tag

In Full

**Vendor ID: SHELBYWEL SHELBY WELDING & REPAIR**

Description:  
Sequence: 1 Check Type:

PO Number:  
Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 30.00  
Check Number: Check Date:

Amount: 30.00

Chart of Account Number  
01 2620 430 000 0000 0 000

Detail Description  
REPAIRED CRACKS ON BAGGER FRAME

Cost Center ID  
30.00

Detail Amount  
1099 Detail Amount  
Asset/Asset Tag

In Full

**Vendor ID: STAPLES STAPLES ADVANTAGE**

Description:  
Sequence: 1 Check Type:

PO Number:  
Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:

Amount: 502.21

Chart of Account Number  
01 1200 610 000 0000 0 000  
01 1190 610 002 0000 0 000  
01 1100 610 001 0180 0 000  
01 2230 650 000 0000 0 000

Detail Description  
SPED SUPPLIES  
PK SUPPLIES  
IND ARTS SUPPLIES  
TECH SUPPLIES

Cost Center ID  
61.80  
280.67  
112.50  
47.24

Detail Amount  
1099 Detail Amount  
Asset/Asset Tag

In Full

**Vendor ID: STEWAR STEWART, STACY**

Description:  
Sequence: 1 Check Type:

PO Number:  
Invoice Date: 06/08/2020 Due Date: 06/11/2020 Status: A 1099 Amount: 0.00  
Check Number: Check Date:

Amount: 19.73

Chart of Account Number  
01 1200 890 000 0000 0 000

Detail Description  
REIMB FOR SPED POSTAGE

Cost Center ID  
19.73

Detail Amount  
1099 Detail Amount  
Asset/Asset Tag

In Full

<b>Vendor ID: TILLEYSPRI</b>	<b>TILLEY SPRINKLERS &amp; LANDSCAPING, INC</b>	<b>PO Number:</b>	<b>Invoice Number: 122138</b>	<b>Amount:</b>	<b>451.11</b>
Description:		Invoice Date: 06/08/2020	Due Date: 06/11/2020	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>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2620 430 000 0000 0 000	REPAIR ON SPRINKLER SYSTEM		451.11	N	In Full
<b>Vendor ID: VERIZON</b>	<b>VERIZON WIRELESS</b>	<b>PO Number:</b>	<b>Invoice Number: 9855562214</b>	<b>Amount:</b>	<b>307.15</b>
Description:		Invoice Date: 06/09/2020	Due Date: 06/11/2020	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>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2710 530 000 0000 0 000	BUS CELL PHONES		307.15	N	In Full
<b>Vendor ID: VILLAG</b>	<b>VILLAG OF SHELBY</b>	<b>PO Number:</b>	<b>Invoice Number: 231476</b>	<b>Amount:</b>	<b>1,103.28</b>
Description:		Invoice Date: 06/08/2020	Due Date: 06/11/2020	Status: A	1099 Amount: 485.00
Sequence: 1	Check Type:	Checking Account ID:	Check Number:	Check Date:	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2610 410 000 0000 0 000	WATER,SEWER & GARBAGE		1,103.28	485.00 N	In Full
<b>Vendor ID: VOSSLEYTON</b>	<b>VOSS, LEYTON</b>	<b>PO Number:</b>	<b>Invoice Number: 6820</b>	<b>Amount:</b>	<b>125.00</b>
Description:		Invoice Date: 06/08/2020	Due Date: 06/11/2020	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>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 1100 151 000 0000 0 000	STRIV - BB		125.00	N	In Full
<b>Vendor ID: WINDSTREAM</b>	<b>WINDSTREAM</b>	<b>PO Number:</b>	<b>Invoice Number: 6820</b>	<b>Amount:</b>	<b>670.90</b>
Description:		Invoice Date: 06/08/2020	Due Date: 06/11/2020	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>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>
01 2590 530 000 0000 0 000	TELEPHONE		670.90	N	In Full

Batch 1099 Total: 17,833.55 Batch Total: 82,007.04  
Report 1099 Total: 17,833.55 Report Total: 82,007.04

MAY 2020 GENERAL FUND

Fund: 01 GENERAL FUND					
Account Number	Description	Revised Budget	During Month	To Date	% of Budget
01 1100	LEVIED TAXES	0.00	1,186,093.50	4,180,390.82	0.00
01 1115	CARLINE TAX	0.00	1,911.93	5,606.52	0.00
01 1120	PUBLIC POWER DIST. TAX	0.00	0.00	28,446.81	0.00
01 1125	MOTOR VEHICLES TAX	0.00	16,610.72	183,814.39	0.00
01 1140	INTEREST	0.00	0.00	7,978.24	0.00
01 1190	OTHER TAXES, FINES & LISC.	0.00	0.00	0.07	0.00
01 1370	PRESCHOOL TUITION	0.00	0.00	4,162.50	0.00
01 1420	TRANSPORTATION FEES OTHER	0.00	0.00	316.68	0.00
01 1510	INTEREST ON INVESTMENT	0.00	94.47	11,051.07	0.00
01 1951	MISC REVENUE SCHOOLS IN STATE	0.00	10,595.00	10,595.00	0.00
01 1990	OTHER LOCAL RECEIPTS	0.00	53.76	2,662.60	0.00
Subtotal: LOCAL RECIEPTS		0.00	1,215,359.38	4,435,024.70	0.00
01 2110	FINES & LICENSE FEES	0.00	1,454.53	15,086.04	0.00
01 2210	ESU RECEIPTS	0.00	0.00	2,807.55	0.00
Subtotal: COUNTY AND ESU RECEIPTS		0.00	1,454.53	17,893.59	0.00
01 3110	STATE AID	0.00	50,786.00	458,603.00	0.00
01 3120	SPECIAL ED. PROGRAMS	0.00	38,706.00	213,104.00	0.00
01 3125	SPECIAL ED. TRANSPORTATION	0.00	0.00	2,916.00	0.00
01 3130	HOMESTEAD EXEMPTION	0.00	5,675.81	17,142.09	0.00
01 3131	PROPERTY TAX CREDIT	0.00	0.00	485,883.35	0.00
01 3180	PRO-RATA MOTOR VEHICLE	0.00	0.00	4,938.20	0.00
01 3400	STATE APPORTIONMENT TAX	0.00	0.00	47,956.57	0.00
01 3512	QUALITY ED GRANT	0.00	0.00	845.19	0.00
01 3535	HIGH ABILITY LEARNERS	0.00	0.00	2,342.00	0.00
01 3700	STATE GRANTS	0.00	0.00	178.00	0.00
01 3990	OTHER STATE RECEIPTS	0.00	0.00	656.01	0.00
Subtotal: STATE RECEIPTS		0.00	95,167.81	1,234,564.41	0.00
01 4105	ERATE	0.00	0.00	0.00	0.00
01 4212	TITLE I PART A	0.00	0.00	0.00	0.00
01 4310	TITLE IIA	0.00	0.00	19,347.67	0.00
01 4455	MAPS-ADMIN. OUTREACH	0.00	0.00	0.00	0.00
01 4505	TITLE I	0.00	0.00	37,492.63	0.00
01 4512	IDEA 4404	0.00	0.00	30,635.00	0.00
01 4516	IDEA 4406	0.00	0.00	3,383.00	0.00
01 4519	IDEA 4410	0.00	0.00	52,980.00	0.00
01 4523	IDEA 4412	0.00	0.00	0.00	0.00
01 4527	TITLE III PART A LEP	0.00	0.00	0.00	0.00
01 4528	TITLE III: ESSA - IMMIGRANT EDUCATION	0.00	0.00	173.21	0.00
01 4530	OTHER FEDERAL CATEGORICAL GRANTS	0.00	0.00	1,100.00	0.00
01 4690	PBIS	0.00	0.00	0.00	0.00
01 4700	FED VOC ED (CARL PERKINS)	0.00	0.00	0.00	0.00
01 4708	MEDICAID	0.00	0.00	793.60	0.00
01 4709	MEDICAD	0.00	0.00	1,517.56	0.00
01 4710	CATEGORICAL GRANTS FROM CORPORATIONS & O	0.00	0.00	500.00	0.00
01 4992	REAP	0.00	0.00	0.00	0.00
01 4995	NON FED/STATE GRANTS	0.00	0.00	0.00	0.00
Subtotal: FEDERAL RECEIPTS		0.00	0.00	147,922.67	0.00
01 5300	INSURANCE ADJUSTMENTS	0.00	0.00	0.00	0.00
01 5400	SALE OF PROPERTY	0.00	0.00	0.00	0.00
01 5500	TRANSFERS FROM OTHER FUND	0.00	0.00	0.00	0.00
01 5690	OTHER NON-REVENUE RECEIPTS	0.00	0.00	50,308.19	0.00
Subtotal: NON-REVENUE RECEIPTS		0.00	0.00	50,308.19	0.00
01 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00
Subtotal: NON-PROGRAM RECEIPTS		0.00	0.00	0.00	0.00
<b>Grand Total:</b>		<b>6,450,000.00</b>	<b>1,311,981.72</b>	<b>5,885,713.56</b>	<b>91.25%</b>

05/2020

MAY 2020 GENERAL FUND

	Budgeted	Expended (Month)	Expended (Total)	Balance	% Expended
<b>01 GENERAL FUND</b>					
1100 REGULAR INSTRUCTIONAL PROGRAMS	\$3,077,805.00	\$261,458.53	\$2,316,032.50	\$761,772.50	75.25
1150 ENGLISH LANGUAGE LEARNERS	\$29,400.00	\$1,710.50	\$25,141.69	\$4,258.31	85.52
1160 POVERTY (Grant)	\$48,059.00	\$0.00	\$39,478.03	\$8,580.97	82.14
1190 PRESCHOOL	\$111,165.00	\$8,345.05	\$72,154.18	\$39,010.82	64.91
1200 SPECIAL EDUCATION PROGRAMS	\$538,964.29	\$22,876.77	\$494,447.58	\$44,516.71	91.74
1291 SPED AGES 3-5	\$60,000.00	\$0.00	\$0.00	\$60,000.00	0.00
1292 SPED AGES 0-2	\$16,000.00	\$0.00	\$0.00	\$16,000.00	0.00
1295 UNIFIED SPORTS	\$1,200.00	\$0.00	\$1,043.25	\$156.75	86.94
2120 GUIDANCE SERVICES	\$194,505.00	\$14,707.18	\$142,423.02	\$52,081.98	73.22
2130 HEALTH SERVICES	\$18,500.00	\$1,009.33	\$10,952.45	\$7,547.55	59.20
2141 SPED Psychological services - Age S.A.	\$33,350.00	\$2,938.88	\$25,410.70	\$7,939.30	76.19
2151 SPEECH PATHOLOGY - SPED SCHOOL AGE	\$94,664.00	\$7,203.72	\$67,524.17	\$27,139.83	71.33
2161 SPED Occupational Therapy - Age S.A.	\$12,000.00	\$2,128.92	\$14,276.83	(\$2,276.83)	118.97
2163 SPED Occupational Therapy - Age 0-2	\$0.00	\$0.00	\$593.92	(\$593.92)	0.00
2171 SPED Physical Therapy - Age S.A.	\$10,000.00	\$482.68	\$6,279.33	\$3,720.67	62.79
2173 SPED Physical Therapy - Age 0-2	\$0.00	\$0.00	\$611.34	(\$611.34)	0.00
2211 SCHOOL IMPROVEMENT	\$2,200.00	\$1,564.86	\$7,673.45	(\$5,473.45)	348.79
2212 INST STAFF TRNG AND CURR DEV	\$1,950.00	\$600.00	\$840.00	\$1,110.00	43.08
2213 INSTRUCTIONAL STAFF TRAINING	\$10,000.00	\$600.00	\$15,154.28	(\$5,154.28)	151.54
2214 IMPLEMENTATION OF STANDARDS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00
2220 LIBRARY/MEDIA SERVICE	\$108,015.00	\$7,393.54	\$75,957.12	\$32,057.88	70.32
2222 SCHOOL LIBRARY SERVICES	\$0.00	\$0.00	(\$390.00)	\$390.00	0.00
2224 EDUCATIONAL TV SERVICES	\$7,000.00	\$0.00	\$2,063.88	\$4,936.12	29.48
2230 INSTRUCTION RELATED TECHNOLOGY	\$125,265.00	\$7,969.27	\$105,359.29	\$19,905.71	84.11
2240 ACADEMIC STUDENT ASSESSMENT	\$9,750.00	\$750.00	\$1,237.00	\$8,513.00	12.69
2310 BOARD OF EDUCATION	\$47,900.00	\$645.93	\$38,276.66	\$9,623.34	79.91
2320 EXECUTIVE ADMINISTRATION	\$186,014.00	\$14,851.72	\$138,387.94	\$47,626.06	74.40
2330 DISTRICT LEGAL SERVICES	\$15,000.00	\$476.00	\$6,818.05	\$8,181.95	45.45
2400 OFFICE OF PRINCIPAL	\$260,830.00	\$22,246.06	\$192,911.33	\$67,918.67	73.96
2500 SUPPORT SERVICES-BUSINESS	\$268,800.00	\$20,509.60	\$170,316.60	\$98,483.40	63.36
2610 OPERATION OF PLANT	\$453,000.00	\$30,242.38	\$345,138.95	\$107,861.05	76.19
2620 MAINTENANCE OF PLANT	\$87,500.00	\$1,132.11	\$80,479.93	\$7,020.07	91.98
2650 GENERAL PURPOSE VEHICLES	\$2,800.00	\$0.00	\$1,797.00	\$1,003.00	64.18
2660 SECURITY	\$5,100.00	\$0.00	\$7,004.71	(\$1,904.71)	137.35
2670 SCHOOL SAFETY	\$3,500.00	\$0.00	\$1,946.04	\$1,553.96	55.60
2710 Pupil Transportation - Regular ED	\$195,300.00	\$96,470.84	\$235,825.80	(\$40,525.80)	120.75
2712 SCHOOL AGE SPEC ED TRANSPORT	\$39,550.00	\$0.00	\$6,456.32	\$33,093.68	16.32
2750 REGULAR PUPIL TRANSPORTATION	\$0.00	\$0.00	(\$110.00)	\$110.00	0.00
3535 HIGH ABILITY	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00
4500 BUILDING CONSTRUCTION	\$60,000.00	\$0.00	\$0.00	\$60,000.00	0.00
4600 SITE IMPROVEMENTS	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00
5000 DEBT SERVICES	\$0.00	\$0.00	\$1,200.00	(\$1,200.00)	0.00
6200 TITLE I	\$121,500.00	\$7,967.85	\$89,372.69	\$32,127.31	73.56
6404 IDEA 0-2 SPED	\$0.00	\$1,355.65	\$7,390.55	(\$7,390.55)	0.00
6406 IDEA 3-5 SPED	\$3,459.00	\$3,466.90	\$31,639.91	(\$28,180.91)	914.71
6408 IDEA S.A. SPED	\$85,000.00	\$0.00	\$0.00	\$0.00	0.00
6925 TITLE III A ESSA - ENGLISH LANGUAGE	\$0.00	\$0.00	\$263.21	(\$263.21)	0.00
6992 REAP - FEDERAL SERVICES	\$38,000.00	\$0.00	\$8,096.10	\$29,903.90	21.31
8000 TRANSFERS	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00
9000 NON-PROGRAMMED CHARGES	\$0.00	\$0.00	\$178.00	(\$178.00)	0.00
<b>01 GENERAL FUND</b>	<b>\$6,423,045.29</b>	<b>\$541,104.27</b>	<b>\$4,787,653.80</b>	<b>\$1,550,391.49</b>	<b>74.54%</b>

# SUMMARY SHEET

May 31, 2020

<b>Account Name:</b>	<b>Amount</b>	<b>Amount to CD</b>
General Fund	\$ 2,476,511.49	
General Fund Savings	\$ 9,035.76	
Nutrition Fund	\$ 24,345.63	
Petty Cash Fund	\$ 7,725.66	
Building/Sinking Fund	\$ 56,923.44	
Depreciation Fund	\$ 242,914.59	\$ 172,000.00
Employment Benefit	\$ 17,519.50	
Bond	\$ 485,521.47	
Activity Fund Account	\$ 66,300.41	\$ 38,000.00
<u>Total of Accounts</u>	<u>\$ 3,386,797.95</u>	<u>\$ 210,000.00</u>
<u>Total of All Accounts</u>		<u>\$ 3,596,797.95</u>

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

Balance: 05/01/20 \$ 1,705,634.04

**RECEIPTS:**

Polk County Treas. - Motor Tax	\$	12,951.68	
Polk County Treas. - Levied Tax	\$	728,725.88	
Polk County Treas. - Fines & Lisc.	\$	483.32	
Polk County Treas. Homestead	\$	3,858.81	
Polk County Treas. Carline	\$	830.53	
Savings - Interest	\$	0.37	
Village of Shelby - Library expenses	\$	53.76	
Butler Co. Treas. - Motor Tax	\$	3,659.04	
Butler Co. Treas. - Levied Tax	\$	457,367.62	
Butler Co. Treas. - Homestead	\$	1,817.00	
Butler Co. Treas. - Carline	\$	1,081.40	
Butler Co. Treas. - Fines & Lisc.	\$	971.21	
Stat of NE - Sped SA	\$	38,706.00	
Petty Cash - Interest	\$	0.38	
East Butler - Their portion of Nielsen's Ins.	\$	10,595.00	
Stat of NE - State Aid	\$	50,786.00	
Bank - Interest	\$	93.72	
SRC Lunch Program - Salaries	\$	6,728.70	
Voided Checks	\$	787.00	
<b>Total Receipts:</b>			<b>\$ 1,319,497.42</b>

**DISBURSEMENTS:**

General Fund Bills	\$	142,244.83	
Payroll	\$	406,375.14	
<b>Total Disbursements:</b>			<b>\$ 548,619.97</b>

Balance: 05/31/20 \$ 2,476,511.49

Balance in Checking Account 05/31/20	\$	2,476,511.49
Savings Account	\$	9,035.76

<b>Total General Fund Assets 05/31/20</b>	<b>\$</b>	<b>2,485,547.25</b>
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**SHELBY - RISING CITY PUBLIC SCHOOLS**  
**FINANCIAL REPORT**  
**NUTRITION FUND**

**Beginning Balance 05/01/20**

**\$ 44,387.71**

**RECEIPTS:**

	<b>AMOUNT</b>
Family Receipts	\$ 1,272.85
Online Lunch Payments	\$ 213.20
State of NE Reimbursements	\$ 776.95
Interest	\$ 1.56
<b><u>Total Receipts</u></b>	<b><u>\$ 2,264.56</u></b>

**DISBURSEMENTS:**

<b>Name:</b>	<b>Ck No.</b>	<b>AMOUNT</b>
Golden West Feed Yard	2869	\$ 3,489.00
Cubby's	2870	\$ 530.26
Capital One	2871	\$ 359.64
Kenny Kohl lunch acc. reimbursement	2872	\$ 85.95
Ada Noyd lunch acc. reimbursement	2873	\$ 61.50
James Pavel lunch acc. reimbursement	2874	\$ 20.65
Kendall Perry lunch acc. reimbursement	2875	\$ 13.55
Corey Rathje lunch acc. reimbursement	2876	\$ 104.40
Roger Smith lunch acc. reimbursement	2877	\$ 102.05
Earthgrains Baking Co. Inc	2878	\$ 493.93
HyVee	2879	\$ 2,051.14
Hadley - Braithwait Co	2880	\$ 661.50
Hiland Dairy	2881	\$ 1,317.74
US Foods	2882	\$ 5,682.04
Connecting Point	2883	\$ 529.99
SRC General Fund	2884	\$ 6,728.70
Jennifer Vrbka lunch acc. reimbursement	2885	\$ 37.55
Makenzie Kuhnel lunch acc. reimb.	2886	\$ 17.05
Magic Wrighter	5573	\$ 20.00
		<b><u>\$ 22,306.64</u></b>

**Ending Balance 05/31/20**

**\$ 24,345.63**

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**SHELBY-RISING CITY PUBLIC SCHOOL  
FINANCIAL REPORT  
BUILDING FUND**

**Balance 05/01/20                    \$    164,461.82**

**RECEIPTS:**

Polk County Treasurer	\$ 30,427.82
Butler County Treasurer	\$ 19,095.08
Interest	\$            7.20

**Total Receipts:                    \$    49,530.10**

**DISBURSEMENTS:**

Pinnacle Bank - Shelby	\$ 157,068.48
------------------------	---------------

**Total Disbursements:            \$    157,068.48**

**Balance: 05/31/20                    \$    56,923.44**

**SHELBY- RISING CITY PUBLIC SCHOOL  
FINANCIAL REPORT  
DEPRECIATION FUND  
May 31, 2020**

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**Beginning Balance:** \$ 242,895.29

**RECEIPTS:**

Interest \$ 19.30

Total Receipts: \$ 19.30

**DISBURSEMENTS:**

Total Disbursements: \$ -

**Ending Balance:** \$ 242,914.59

Certificate of Deposit \$ 172,000.00

Total Depreciation and Certificate of Deposit \$ 414,914.59

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**SHELBY-RISING CITY PUBLIC SCHOOL  
FINANCIAL REPORT  
EMPLOYEE BENEFIT ACCOUNT**

Beginning Balance 05/01/20:       \$       16,682.95

**Receipts:**

General Fund                               \$    3,736.47

**Total Received:**                               \$       **3,736.47**

\$           -

**Expended Out:**

Monthly Claims                           \$       17.92

Monthly Claims                           \$       876.00

Monthly Claims                           \$    2,006.00

Monthly Claims

Monthly Claims

**Total Expended Out:**                               \$       **2,899.92**

Ending Balance 05/31/20:       \$       **17,519.50**

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

Balance 05/01/20            \$ 432,436.67

**RECEIPTS:**

Polk Co. Treasury	\$ 140,072.87
Butler Co. Treasury	\$ 87,898.14
Interest	\$ 21.29

Total Receipts:            \$ 227,992.30

**DISBURSEMENTS:**

First National Bank	\$ 120,916.25
First National Bank	\$ 53,991.25

Total Disbursements:    \$ 174,907.50

Balance: 05/31/20        \$ 485,521.47

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

**Balance:                    5/1/20                    \$104,832.10**

**RECEIPTS:**

Total Receipts	\$	3,813.53
Void check	\$	700.00

**Total Receipts:                    \$                    4,513.53**

**DISBURSEMENTS:**

Total Disbursements	\$	5,045.22
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**Total Disbursements:                    \$                    5,045.22**

**Balance:                    5/31/20                    \$                    104,300.41**

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Balance of Account:	\$	104,300.41
Certificate of Deposit at Pinnacle Bank	\$	38,000.00
Total in Activity Fund Checking	<b>\$</b>	<b>66,300.41</b>

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<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	104,813.47	(531.69)	104,281.78
	Current Assets Subtotal:	<u>104,813.47</u>	<u>(531.69)</u>	<u>104,281.78</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>104,813.47</u>	<u>(531.69)</u>	<u>104,281.78</u>

Fund Balance

05 704 4010	FUND BALANCE - ATHLETICS	(12,382.44)	(4,345.22)	(16,727.66)
05 704 4020	FUND BALANCE - CONCESSION	9,181.29	0.00	9,181.29
05 704 4030	FUND BALANCE - NHS	342.85	0.00	342.85
05 704 4040	FUND BALANCE - SRC CLUB	5,187.55	0.00	5,187.55
05 704 4050	FUND BALANCE - CLASS OF 2023	625.00	0.00	625.00
05 704 4060	FUND BALANCE - CLASS OF 2021	1,945.48	0.00	1,945.48
05 704 4070	FUND BALANCE - JUST FOR KIDS	1,315.95	0.00	1,315.95
05 704 4080	FUND BALANCE - CLASS OF 2020	1,040.44	0.00	1,040.44
05 704 4090	FUND BALANCE - CLASS OF 2022	2,738.93	0.00	2,738.93
05 704 4100	FUND BALANCE - YEARBOOK	3,433.93	1,515.00	4,948.93
05 704 4110	FUND BALANCE - MUSIC	(147.30)	44.00	(103.30)
05 704 4120	FUND BALANCE - STUDENT COUNCIL	4,988.82	0.00	4,988.82
05 704 4130	FUND BALANCE - DANCE TEAM	496.77	0.00	496.77
05 704 4140	FUND BALANCE -MEMORIALS	2,652.47	0.00	2,652.47
05 704 4150	FUND BALANCE - DRUG & ALCHOL PREVENTION	2,596.52	0.00	2,596.52
05 704 4160	FUND BALANCE - SHOP	10,337.88	207.99	10,545.87
05 704 4170	FUND BALANCE - INTEREST	480.29	7.44	487.73
05 704 4180	FUND BALANCE - BOOK IT	864.66	2.10	866.76
05 704 4190	FUND BALANCE/SPEECH AND DRAMA	(603.45)	0.00	(603.45)
05 704 4200	FUND BALANCE - LAP TOP LEASE FEE	11,515.11	0.00	11,515.11
05 704 4210	FUND BALANCE - WELLNESS CENTER	20,239.92	0.00	20,239.92
05 704 4220	FUND BALANCE - FBLA	3,069.26	1,750.00	4,819.26
05 704 4230	FUND BALANCE - STAFF DEVELOPMENT	(618.13)	0.00	(618.13)
05 704 4240	FUND BALANCE - QUIZ BOWL	(450.00)	0.00	(450.00)
05 704 4250	FUND BALANCE - ALUMNI	775.47	0.00	775.47
05 704 4260	FUND BALANCE - VIDEO BOARD	8,554.87	0.00	8,554.87
05 704 4270	FUND BALANCE - FFA	11,439.90	287.00	11,726.90
05 704 4280	FUND BALANCE - CIRCLE OF FRIENDS	102.14	0.00	102.14
05 704 4290	FUND BALANCE - STUDENT FEES	7,375.00	0.00	7,375.00
05 704 4300	FUND BALANCE - FACILITY RENTAL	1,290.00	0.00	1,290.00
05 704 4310	FUND BALANCE - SUPERINTENDENT	6,487.37	0.00	6,487.37
05 704 4320	FUND BALANCE - UNIFIED BOWLING	(63.08)	0.00	(63.08)
	Fund Balance Subtotal:	<u>104,813.47</u>	<u>(531.69)</u>	<u>104,281.78</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<u>104,813.47</u>	<u>(531.69)</u>	<u>104,281.78</u>

*- 38,000*  
*104,281.78*

Invoice Listing - Detail

Batch Description: MAY 2020, ACTIVITY FUND INVOICES  
Vendor ID: AMAZON AMAZON

Processing Month: 05/2020

Description: Sequence: 1 Check Type: Check Invoice Number: 51220 Amount: 454.87  
Chart of Account Number: 05 3200 610 000 4019 0 000 Detail Description: GOLF BALLS  
Checking Account ID: 5 Invoice Date: 03/11/2020 Due Date: 06/05/2020 Status: PP 1099 Amount: 0.00  
Check Number: 11794 Check Date: 05/12/2020  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
454.87 N

Vendor ID: CLASSIC CLASSIC SPORTSWEAR & AWARDS

Description: Sequence: 1 Check Type: Check Invoice Number: 62278 Amount: 45.55  
Chart of Account Number: 05 3200 610 000 4011 0 000 Detail Description: DIGITAL VINYL BANNER  
Checking Account ID: 5 Invoice Date: 04/27/2020 Due Date: 05/27/2020 Status: PP 1099 Amount: 0.00  
Check Number: 11797 Check Date: 05/22/2020  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
45.55 N

Vendor ID: CLASSIC CLASSIC SPORTSWEAR & AWARDS

Description: Sequence: 1 Check Type: Check Invoice Number: 62292,62291,62293 Amount: 592.80  
Chart of Account Number: 05 3200 610 000 4010 0 000 Detail Description: REPLACEMENT TEXT FOR BOARDS,  
AWARD CERT.  
Checking Account ID: 5 Invoice Date: 04/30/2020 Due Date: 05/29/2020 Status: PP 1099 Amount: 0.00  
Check Number: 11799 Check Date: 05/28/2020  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
592.80 N

Vendor ID: HARCO HARCO ATHLETIC RECONDITIONING

Description: Sequence: 1 Check Type: Check Invoice Number: 25020, Amount: 1,909.00  
Chart of Account Number: 05 3200 610 000 4011 0 000 Detail Description: HADULT HELMET SERVICE  
Checking Account ID: 5 Invoice Date: 05/07/2020 Due Date: 06/07/2020 Status: PP 1099 Amount: 0.00  
Check Number: 11795 Check Date: 05/22/2020  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
1,909.00 N

Vendor ID: HARCO HARCO ATHLETIC RECONDITIONING

Description: Sequence: 1 Check Type: Check Invoice Number: 25029 Amount: 1,543.00  
Chart of Account Number: 05 3200 610 000 4011 0 000 Detail Description: YOUTH HELMET SERVICE  
Checking Account ID: 5 Invoice Date: 05/07/2020 Due Date: 06/07/2020 Status: PP 1099 Amount: 0.00  
Check Number: 11796 Check Date: 05/22/2020  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
1,543.00 N

Vendor ID: NCA NCA

Description: Sequence: 1 Check Type: Check Invoice Number: 52820 Amount: 500.00  
Chart of Account Number: 05 3200 810 000 4010 0 000 Detail Description: COACHES MEMBERSHIP  
Checking Account ID: 5 Invoice Date: 05/26/2020 Due Date: 05/28/2020 Status: PP 1099 Amount: 0.00  
Check Number: 11798 Check Date: 05/28/2020  
Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag  
500.00 N

Batch 1099 Total: 0.00 Batch Total: 5,045.22

Report 1099 Total: 0.00 Report Total: 5,045.22

## BULLYING PREVENTION

The board recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as 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, at a designated school bus stop, or at school-sponsored activities or school-sponsored athletic events.

Bullying may constitute grounds for detention, suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the district's student discipline and due process procedures.

It shall be the responsibility of the superintendent to implement appropriate programs or procedures for the purpose of educating students regarding bullying prevention.

This policy shall be reviewed annually.

*[This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate, that is protected by state or federal law.]*

Legal Reference:                      Neb. Statute 79-2,137

Cross Reference:                    505      Student Discipline

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



**Breakfast, Lunch Prices for the 2020-2021 School Year**

Breakfast – Adult.....	\$2.20
Breakfast – Student .....	\$1.45
Lunch – Adult (Includes Milk) .....	\$3.65
Lunch – MS/HS Student .....	\$2.45
Lunch – Elementary Student.....	\$2.30

**Extra A-La-Carte/Additional Items:**

\*Students on free or reduced lunch will have to pay for these items.

Extra Milk .....	\$.35
Seconds Main Dish .....	\$.50
Seconds All Other (Fruit, Vegetable, Dessert, Roll).....	\$.30
Slushies – Extra Small .....	\$.25
Slushies – Small .....	\$.50
Slushies – Large .....	\$1.00
Ice Cream/Fudge Bars (Friday Only) .....	\$.40
Novelty Items .....	\$.30
Extra Condiments .....	\$.15

# **SHELBY-RISING CITY PUBLIC SCHOOL**

## **STUDENT HANDBOOK**

**2020-2021 Edition**

650 North Walnut  
PO Box 218  
Shelby, NE 68662

Phone: (402) 527-5946

Fax: (402) 527-5133



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## WELCOME

Dear Students and Parents:

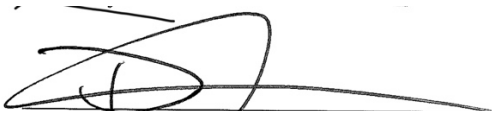
On behalf of the faculty, administration and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

**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 'Doug Kluth', with a long horizontal line extending to the right.

Doug Kluth, 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 wellbeing 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 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 Doug Kluth 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 disenroll pursuant to this policy.

#### **Mandatory Attendance Age**

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

#### **Exceptions**

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

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

#### **Discontinuing Enrollment – 5-Year Old Students**

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request. 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.

- o **Absent School Excused (ASE)**: 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, immigration, death of a family member, or suspension.
- o **Absent Excused/Not School Excused (AE)**: Parent acknowledged absences that include but are not limited to undocumented illness, vacations, DMV, and other situations where the parent notifies the school that the child will be gone.
- o **Absent Unexcused (AU)**: Any non-reported or not confirmed absences. This could include truancy.

## **Excessive Absenteeism**

When a student receives eight (8) Absent Excused (AE) or Absent Unexcused (AU) 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) Absent Excused (AE) and/or Absent Unexcused (AU) 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 the S-RC School Board Policy.

## **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 incomplete for that assignment. Any student who has make-up work may appeal the amount of time to make up the work to the 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.

Juniors and Seniors are allowed up to 3 days total for college visits if the guidance office sets up the visit. These days will count as a school excused. Additional days must be approved by the principal or designee.

## **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.

## **Pregnant and Parenting Students**

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

## **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.

## **Band**

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 6-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

## **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. Roller-skates, rollerblades, or shoes with rollers in them 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/Television information Screens**

Bulletin boards and Television Information Screens 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. Teacher Tape or other removable material must be used.
3. Material shall be removed the day following the event being promoted to assure full access to the bulletin boards or electronic publishing media.
4. Students are encouraged to use the Television Information Screens to relay organization information.

### **Bullying**

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

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 food must be consumed in the areas designated by the school.
2. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the trashcan.
3. Forks and spoons should be placed in the appropriate container, NOT THROWN AWAY!

4. Students are to use proper manners including eating quietly.
5. There will be no throwing of food or other items.
6. Students should remain at their tables or designated area until they are dismissed.
7. Students are expected to eat their lunch at school.
8. Students must treat lunch personnel with respect.
9. 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, in the common areas of the school before and after school, and during lunch 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. Exception: cell phones may be used in the classroom if being utilized for educational purposes and under teacher supervision.

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. Please contact the school if you need assistance in setting up your account!

Parents shall be kept informed of student progress, grades, and attendance through report

cards, progress reports, and parent/teacher conferences. 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. A written parental and student permission and agreement form will be signed prior to the student being granted access to electronic media and District technological devices. The use of the District's electronic network and technological devices is a privilege, not a right. The Building Principal will make all decisions regarding whether or not a user has violated their agreement and may deny, revoke, or suspend access at any time. The following procedures and guidelines govern the use of computers and the Internet at school. Additional guidelines can be found in board policy.

#### **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 must access the Internet through the S-RC network. Students may not bypass the school's filter by using their cell phone to access the Internet.
2. Students shall not access personal accounts during the school day without teacher permission.
3. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
  - i. 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.
- ii. 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.
  - iii. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
  - iv. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
  - v. 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.
  - vi. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
  - vii. 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.
  - viii. 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.
  - ix. 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.
  - x. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
  - xi. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
3. Students shall not forge email 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.

**C. Internet & Computer Policy Violation Chart**

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Email, chat, or other electronic communication for purposes unrelated to education	5 school days Internet Suspension	10 school days Internet Suspension	45 school days internet suspension
Modifying or erasing user online history on the device	5 school days Internet Suspension	10 school days Internet Suspension	45 school days internet suspension
Altering or adding software or apps to the device	5 school days Internet Suspension	10 school days Internet Suspension	45 school days internet suspension

Noncompliance with supervisor instructions for use of device during school	5 school days Internet Suspension	10 school days Internet Suspension	45 school days internet suspension
Not carrying the device in its case while transporting	5 school days Internet Suspension	10 school days Internet Suspension	10 school days device suspension
Leaving device unattended in non-secure area	5 school days Internet Suspension	10 school days Internet Suspension	10 school days device suspension
Allowing someone else to use your login	5 school days Internet Suspension	10 school days Internet Suspension	10 school days device suspension
Any attempt to access or distribute any obscene or pornographic material	90 days internet and device suspension	Internet and device suspension through end of school year	
Harassing, making threats, using obscenities, or defamation using device	45 days internet and device suspension	90 days internet and device suspension	Internet and device suspension through end of school year
Any illegal activities on the device	Internet and device suspension through end of school year		
Hacking or any attempt to compromise any device or network system's security	Internet and device suspension through end of school year		

### 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.
3. The District shall comply with the Nebraska Student On-line Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the on-line privacy of all students.

#### 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; 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.
      - a. 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.
    - i. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - ii. 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. There is no cost to make copies. 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 onto 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 vape wear.
7. No hats, caps, hoods, or sunglasses will be worn in the school building school hours.
8. Coats intended to be worn as outerwear may not be worn inside the classroom.
9. No undergarments are to be showing.
10. 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**

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

- 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.
- Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
- 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.
- Students are asked to park in designated areas for student use.

Visitors who are here to pick up or drop off students must comply with the following:

- Ash Street Entrance is one-way from 7:30am – 5:00 pm.
- A drop-off zone has been designated in a lane closest to the South Gym on the south side of the gym. Drivers will not be allowed to leave their vehicles in this drop-off zone. The exception to this is for Pre-school drop-off and pick-up.
- Parents who want to leave their vehicle to walk their student into the building will be required to park in the diagonal parking stalls.
- No parking is permitted in the bus lane.

## **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 second week of each quarter, all 7-12 grade students will undergo an "eligibility" check each Monday. Students who have two (2) failing grades in the same week, will be deemed ineligible to participate in all school-related activities for seven (7) days (Monday through Sunday). The activity sponsor will determine if the ineligible student is allowed to attend practices. Page 80 includes the activities that pertain to the eligibility policy.

## **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 7:50 a.m. until 8:20 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast.

### **Food Service Meal Charge Policy**

Students are required to keep a positive balance in their food service family account. Students with a zero or negative family balance will not be permitted to purchase a-la-carte items or seconds from the food service. Students with a negative family balance will not be permitted to purchase regular meals once the negative balance has reached \$50. Students on free and reduced meals are still required to pay for additional purchases and are subject to the same guidelines above.

Deposits into family food service accounts can be made in two ways:

- Bring cash or check to the Food Service Director, located in the kitchen/lunchroom.
- Online through the following Wordware website by logging onto your account or beginning the set-up process at <https://family.wordwareinc.com/?p=login>
  - The online process takes up to 48 hours to post a new balance.
  - The online service is managed by a third-party vendor and the District has no control over additional fees that may be charged.
  - Parents/Guardians should access the above link to inquire about lunch balances on a regular basis.

Account balances that remain negative for 90 days or more may be referred to third-party

services for collection.

If you have questions regarding the application process for the free or reduced lunch program or food service policies, please contact your child's building Principal.

### **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. Field trips are an extension of the school day; therefore, a signed permission form authorizing your child to participate is not needed. Parents who do not want their students to participate must notify the school. 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. Exception: Students may consume water if kept in a clear water bottle 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.

All foods offered on the school campus will meet or exceed the USDA SmartSnacks in School nutrition standards and will meet or exceed state nutrition standards, including:

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

### **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. Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus. Fundraising is not permitted during the school academic day.

### **Head Lice**

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

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

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

### **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. If a student has a temperature of 100.4 degrees Fahrenheit, he/she will be sent home and must be fever-free for 24 hours without medication before returning to school. 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.
- A signed parental statement of refusal to provide the immunization history.

Guidelines for required vaccines are as follows:

<b>Student Age Group</b>	<b>Required Vaccines</b>
Ages 2 through 5 years enrolled in a school based program not licensed as a childcare provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade)	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday</p> <p>3 doses of Polio vaccine</p> <p>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age</p> <p>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month</p> <p>2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>
Students entering 7 <sup>th</sup> grade	<p>Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)</p>
Students transferring from outside the state at any grade	<p>Must be immunized appropriately according to the grade entered.</p>

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. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. 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 elementary or secondary offices. 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.

**Note:** All prescription and non-prescription medications must be kept in the nurse's office.

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 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. (Additional information regarding NHS can be found in the back of this handbook.)

### **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.

### **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 will be provided with an invitation if they are to be handed out at school.

### **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.

The school nurse or designee will provide health checks for detection of defective sight, hearing, and/or dental conditions as specified by the DHHS. Parents will be notified of any condition requiring additional professional attention.

### **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.

### **Playground Rules**

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.

5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

### **Police/Other Questioning and Apprehension**

Police, other law enforcement officers, persons of the court, or DHHS may be called to the school at the request of school administration or may initiate contact with the school in connection with a criminal/neglect/other investigation. The school district shall inform parents when such officials seek access to their student prior to the student being questioned unless the investigating may include 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/other questioning of students. Minor students shall only be released into the custody of law enforcement upon presentation of a court order or warrant for the student's arrest, or under conditions for temporary custody of a juvenile without a warrant as provided by state statutes.

### **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 will be determined by the junior class sponsor. 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 (no older than age 20). 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 Grand March and/or 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.

### **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 student's 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.

## **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. Technological Devices** The district is committed to providing student access to technological devices necessary to complete curricular projects/assignments. In grades 6-12 students are permitted to take devices home from school. As with all school property, students will be charged for damage to such devices. To protect against such potential losses, students and parents (Grades 6-12) must pay a lease fee for the devices. The cost of the lease fee is \$25.00 per student or \$50.00 per family. Families must complete a device loan agreement at the beginning of each school year. A student fee waiver and sliding payment scale is available for those who qualify.

In the event circumstances require students in grades K-5 to take their technology devices home a lease fee may be implemented to offset the potential cost of damages to those devices.

**6. 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.

**7. 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.

**8. 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.

**9. 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 will require a physician's statement confirming the illness and before allowing such students to return to school.

### **Student Records**

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

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

Parents or eligible students should submit to the school principal (or

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

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

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify them of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA should be directed to the following:

- 1) Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

## **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 parent's 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 the South Gym by 8:30.
2. Students arriving after 8:30 & before 9:15 are tardy. They must report to the office for a pass to class.
3. Students arriving after 9:15 & by 12:00 are considered in attendance for ½ the day.
4. Students arriving after 12:03 or leaving before 11:51 (not returning that day) will be counted as a full day absence.
5. Students leaving after 11:51 without returning will be counted for ½ the day.
6. No absence is counted if students leave after 2:57.
7. Three (3) tardies per semester will be allowed with no consequence.
8. After the 4<sup>th</sup> (fourth) tardy and each tardy thereafter in the semester, the students and parents will be required to meet with the principal to discuss the situation.

### **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. An office referral with detention time will be assigned on the third tardy (regardless of class or period), and each tardy thereafter for the rest of the semester.
6. For every 3<sup>rd</sup> (third) tardy in any one-class period, an Absent Excused (AE) 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 are installed 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.

This program will promote instant accountability for unsafe behavior. It includes a defined discipline plan to encourage the student to make better behavior choices. Consequences are as follows:

1<sup>st</sup> Offense: Driver/student conference and parent contacted. Student is put on probation and assigned to the front of the bus for 1 week.

2<sup>nd</sup> Offense: Driver/student conference and parent contacted. Student is put on 2 week bus suspension.

3<sup>rd</sup> Offense: Bus Suspension for the rest of the semester. Upon return student is assigned the front of the bus. In addition, student and parent must sign a behavior contract.

School officials have discretion to impose any listed punishment they deem appropriate, in accordance with stated 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 television stations KLKN Channel 8 and KOLN Channel 10 and via Thrillshare by Apptegy, the Mobile Applicant and Notification System. 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; however, the absence will count as a parent excused absence (AE) not as a school excused absence (ASE).

If school is closed due to severe weather conditions, all before and 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. Students must complete a check-out sheet and return all properties to school prior to departure. If you are 16 or older and are permanently withdrawing from school, it will require completed NDE documentation.

## **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

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 6-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again or enrolling in summer school. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

## **Graduation Awards**

The semester grades, by numerical percentage of each student for all scholastic courses shall be averaged to determine Cum Laude status. The students with the highest (98% or higher) shall graduate Summa Cum Laude. The second highest average (94%-97.99%) shall graduate Magna Cum Laude. The third highest average (92-93.99%) shall graduate Cum Laude. Students will receive cords for graduation based on their Cum Laude status.

The above averages will be determined, by carrying percentages to the hundredth place. A Senior's GPA that is calculated for Cum Laude is the cumulative total after 7 semesters. Any student graduating Cum Laude or higher are eligible for the student speaking parts in the graduation ceremony. The High School Principal will determine the process for selecting those speakers.

## **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**

Grades are continually updated and available via the PowerSchool Student Information System. This is a great place for students and parents to monitor academic progress. Please contact the school if you need assistance in setting up your account. Report Cards at the end of each semester will be sent home once grades are finalized for that semester.

## **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. When in-school suspensions, after-school assignments, 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 afterschool 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 participation in activities.
- Detentions are 30 minutes, served in the office or designated detention room.

### **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. There will be zero tolerance for behavior problems for students

placed in ISS.

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**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed

the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

## **Grounds for 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.

**TOBACCO:** Possessing, using, selling, or dispensing tobacco, 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.

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:**

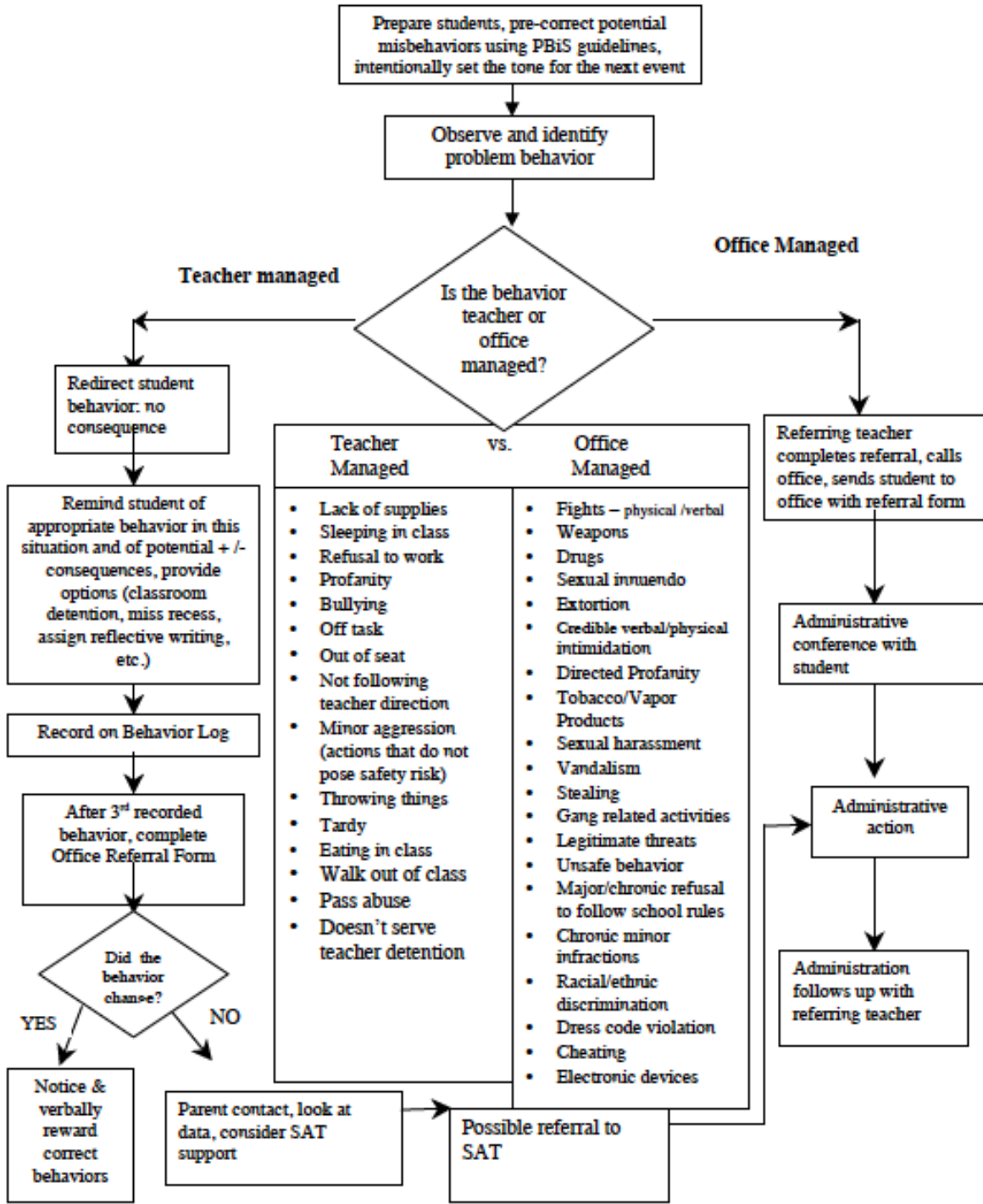
- ◆ **Be Responsible**
- ◆ **Active Learning**
- ◆ **Respect Others and school**
- ◆ **Keep Safe**

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

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Denise Glock (Elementary PK-5 Principal)

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Turner Trofholz (AD)

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### Guidance Counselor

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### Transportation

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## Paraprofessionals

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# SCHOOL SCHEDULES

## Secondary School Schedule(s):

### Normal Schedule

1	2	3	4	Advisory	5A Lunch 5A Class	5B Lunch 5B Class	5C Lunch 5C Class	6	7	8
8:30-9:15	9:18-10:03	10:06-10:51	10:54-11:39	11:42-12:00	12:03-12:33 12:36-1:21	12:26-12:56 12:03-12:23; 12:59-1:21	12:51-1:21 12:03-12:48	1:24-2:09	2:12-2:57	3:00-3:45

### Two Hour Late Start

1	2	3	5A Lunch 5A Class	5B Lunch 5B Class	5C Lunch 5C Class	4	6	7	8
10:30-11:03	11:06-11:39	11:42-12:15	12:18—12:48 12:51-1:21	12:36-1:03 12:18-12:33; 1:06-1:21	12:51-1:21 12:18-12:48	1:24-1:57	2:00-2:33	2:36-3:09	3:12-3:45

## ELEMENTARY SCHOOL DAY

8:30 a.m. to 3:35 p.m.

## SECONDARY SCHOOL DAY

8:30 a.m. to 3:45 p.m.

### Lunch Schedules

Kindergarten	10:50-11:20
First Grade	10:58-11:28
Second Grade	11:06-11:36
Third Grade	11:14-11:44
Fourth Grade	11:20-11:50
Fifth Grade	11:20-11:50
Secondary Lunch A	12:03-12:33
Secondary Lunch B	12:26-12:56
Secondary Lunch C	12:51-1:21

**Shelby-Rising City Public School  
Combined District and School  
Title I Parent and Family Engagement Policy**

Shelby-Rising City Public School intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.*

***In General** The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.*

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

*Reviewed October 2019 - no revisions*



# Parent Student-School Schoolwide Title I



## *Elementary Learning Compact Shelby-Rising City Public School*

This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. At the annual parent-teacher conferences the

### 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
- compact shall be discussed as it relates to the individual child's achievement.

## NATIONAL HONOR SOCIETY - (NHS)

Shelby-Rising City Public Schools will sponsor a Chapter of the National Honor Society by developing local procedures that are in accordance with the National guidelines.

### Participants

**Principal:** Appoints a faculty member to serve as sponsor and other faculty to serve as council members for the NHS. The principal is in attendance at all council meetings as a non-voting participant.

**Sponsor:** Faculty member who is appointed to serve as advocate for the Shelby-Rising City Chapter of NHS. The sponsor is in attendance at all meetings as a non-voting participant. Sponsor duties include, but are not limited to: organize all Chapter activities, including election, disciplinary and dismissal procedures; chair all Faculty Council meetings, and anything else that pertains to NHS.

**Faculty Council:** A 5-member faculty team is responsible for voting on matters pertaining to the Chapter, including election, discipline and dismissal of members. An individual faculty member serves in two-year blocks of time and membership on the team is rotated through the secondary faculty.

**Candidates:** Any Shelby-Rising City 11<sup>th</sup> or 12<sup>th</sup> grade student who meets the criteria.

### Criteria for Membership

**Scholarship:** The member must maintain a minimum grade point average (GPA) of 93%.

**Service:** The member upholds scholarship and is loyal to the school, participates in some outside activity (scouts, church, volunteer work in school, home or community), works well with others while assuming difficult responsibilities, cheerfully renders requested service to the school, represents the class or school in inter-class or inter-school activities, does committee work without complaining, shows courtesy by assisting visitors, teachers, and students.

**Leadership:** The member promotes school activities, influences peers in upholding school ideals, improves civic life in the school, has a positive attitude, inspires positive behavior in others, holds office or other positions or responsibility, is dependable and accepts responsibility, demonstrates leadership at home, school, work, and community.

**Character:** The member takes constructive criticism willingly, exemplifies desirable qualities of behavior, upholds principles of morality and ethics, cooperates and complies with school regulations, demonstrates honesty and reliability, shows courtesy, concern and respect for others, observes school instructions and rules, is truthful and avoids cheating, actively works to rid the school of negative influences.

### Selection Process

Beginning with the class of 2016: At the end of second semester, the guidance counselor will inform the Sponsor of all students (those entering 11<sup>th</sup> and 12<sup>th</sup> grade) who have a minimum GPA of 93%. The Sponsor will inform students at the beginning of the next school year, that they meet the scholarship criteria. The student will be asked to complete a questionnaire indicating their desire to be selected as a member of NHS. Once students complete the questionnaire and return it to the Sponsor, the Faculty Council will evaluate the materials. The Faculty Council will conduct an interview with each of the candidates prior to final selection. The Faculty Council then evaluates the student questionnaire, the interview and the faculty responses. The Faculty Council will make their decision on the applicant's candidacy by having each Council member assign a number value from 1 to 10 for each criterion: scholarship, leadership, service, character and the interview for each applicant. The minimum value given for scholarship has been determined to be 8. Those students whose point total averages 40 or above will receive a letter notifying of their selection for membership. A parent and student meeting will take place prior to the candidate submitting a letter of acceptance or refusal into the organization. Induction will be held during September and students become active NHS members after the initiation ceremony.

### Disciplinary Procedure

A member who fails to adhere to all criteria will be subjected to the NHS members predetermined point system that will be used to help the Faculty Council determine when a member needs to receive a warning or possible dismissal from NHS. If a member accumulates less than half the points for dismissal in a year, the points accumulated will be dismissed and a clean slate will occur for the next school year. If a member has accumulated one-half or more of the points that could lead to dismissal, those points will be rolled over into the new school year for returning students.

A member who fails to adhere to all the criteria may be dismissed from the Chapter by a vote of the Faculty Council. Members will not be dismissed from NHS without receiving a written warning from the Sponsor identifying and detailing the deficient criteria. The decision to issue a warning will be by majority vote of the Faculty Council or a predetermined point accumulation. In the case of scholarship, a warning will be issued if a member's cumulative average falls below a 93%. The member must raise the average to 93% or above by the following semester's grading period to remain a member. If other criteria are not being met, a member will not be allowed a second violation of the indicated deficiency, nor would they be allowed other additional deficiencies. A vote for dismissal does not require a second warning before the action of the Council.

*Exception: No warning is required if a member is guilty of, or confesses to, violating school rules that require a long term suspension or an expulsion; also, no warning is required if a member is found guilty of, or confesses to, any action of flagrant violation of civil laws or school laws.*

# 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 cannot 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. All students K-12 will be admitted free into all home games at Shelby WITH A SHOWN STUDENT ID.
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:

1. has been evaluated by a licensed health care professional;
2. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
3. 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.** 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.

**O.** 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.

- P. 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.
- Q. 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.
- R. 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.
- S. 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.
- T. 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.
- U. 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.
- V. 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. All-State auditions for vocal and instrumental music.
7. A total of two auditions for College Honor Bands or Honor Choirs.
8. First Team Athletic and Fine Arts All-State Members' pictures to be placed in a designated area in school.
9. 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. **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.
- G. **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.
- H. **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.
- I. **DANCE TEAM/CHEERLEADING:** A participant can letter if he/she attends 90% of all assigned practices/games. 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. See the following table for activities and their point values:

Performance/Activity	Points
Winter and Spring Concerts*	15 points each
Marching Band Performances*	5 points each
Veterans Day Performance*	5 points
Pep Band Performances*	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. See the following table for activities and their point values:

Activity	Points
Winter and Spring Concerts*	15 points each
Veterans Day Performance*	5 points
National Anthem at Home Games*	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 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 in violation of any Prohibitive Conduct (2.1.1 – 2.1.10) 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.

#### 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 It is considered prohibited conduct if a student attends a party/gathering where alcohol or drugs are being illegally dispensed. If the student leaves party/gathering immediately, is not cited by law enforcement, and reports their attendance to a coach or administrator before the end of the next school day or before their next scheduled extra-curricular practice/contest – then self-reporting and attendance by the student does not

constitute a violation of the prohibited conduct policy if it can be determined by the administration that the student left the gathering/party immediately.

## **ALL PENALTIES AND PENALTY REDUCTION FOR CONDUCT VIOLATIONS IN SECTION 2, ARE LISTED IN SECTION 3 AND 4 OF THIS POLICY.**

### **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 one calendar 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 non-participation 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 carry over 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 received 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.

Academic Contests	One-Act Play
All School Play	Pep Band
Athletic/Activity Awards Banquet	Prom
Basketball	Quiz Bowl
Dance	Science Bowl
FBLA	Senior Trip
FFA	Softball
Football	Speech
Golf	TEAMS
Softball	Track
Homecoming	Unified Bowling
Inst. Music Contests/Performance	Vocal Music Contests/Performance
Middle School Dance (Fun Night)	Volleyball
Middle School Academic Contests	Wrestling
Middle School Musical	

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.

<u>Infraction</u>	<u>Points</u>
Late for game, practice, meeting, lifting, or any activity where time is set.	1 per occurrence
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.

## **RELEASE, WAIVER AND INDEMNIFICATION OF CLAIMS FOR USE OF THE SCHOOL DISTRICT'S FITNESS CENTER**

I, the undersigned, have read this release and understand all its terms. I execute it voluntarily and with full knowledge of its significance. **I UNDERSTAND THAT IT CONTAINS A RELEASE OF LIABILITY AND AN INDEMNIFICATION.**

**Declaration.** I do hereby further declare myself to be physically sound and suffering from no condition, impairment, or other illness that would prevent my participation or use of the facilities and equipment. I do further hereby acknowledge that I have been informed of the need for a Physician's approval for my participation in exercise/fitness/weight loss activities, or use of equipment. I acknowledge that I have either had a physical examination and have been given my Physician's permission to participate, OR that I have decided to participate in activities, use equipment and weight loss without the approval of a Physician and do hereby assume all responsibilities.

**Acknowledgment of Risks.** I understand and agree that fitness activities including weight lifting may be strenuous and/or hazardous activities, and I should contact a healthcare professional or doctor before beginning any new activities or weight loss program. I am voluntarily participating in these activities and using the facilities and equipment with full knowledge of the dangers involved. I understand the risks associated with weight lifting in the fitness center and other fitness activities, and that those risks include, but are not limited to, the possibility of concussions, repetitive motion injuries, overexertion, cuts and lacerations, eye injuries, muscle strain, broken bones, back injury or head injury, which may be severe in nature and which could result in paralysis or death. I hereby agree to expressly and voluntarily assume and accept any and all risks of injury or death related to these activities.

**Release, Waiver and Indemnification.** In consideration of permission granted by Shelby-Rising City Public Schools (the "School District") to use the School District's fitness center, and in the addition to any payment of any fees or charges, I do hereby waive, release and forever discharge the School District, its board of education, officers, agents and employees from all actions, causes of action, damages, claims or demands that we, our heirs, executors, administrators, or assigns may have against the school district and the parties named above for all personal injuries or loss of property which I incur by using the fitness center and its equipment or that otherwise result from my membership or participation in any fitness center activities, whether such injuries are caused by my negligence or the negligence of the School District or any of its employees, representatives, or volunteers. I agree to indemnify the School District, its board of education, officers, agents, and employees and to pay for any costs, attorney fees, or awards that may result from resisting any complaint or lawsuit which I may bring against the above-named parties for any injury or loss I claim to have suffered.

**Responsibility for Supervision.** I understand that the fitness center will be available to me only during hours designated by the administration and that I am responsible for my own use of the fitness center and equipment at all times. I will inspect the facilities and equipment of the fitness center upon each visit before using any equipment.

**Compliance with Rules.** I agree to abide by all School District and/or fitness center rules now in force or that may be adopted in the future, and all directives given to us pertaining to the use of the fitness center.

**THIS DOCUMENT CONTAINS A RELEASE, A WAIVER AND AN INDEMNIFICATION. READ IT CAREFULLY BEFORE SIGNING IT.**

**Clearly PRINT the following information:**

**Name:** \_\_\_\_\_

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

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

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

**PARENT OR GUARDIAN IF MEMBER IS UNDER AGE 19:**

**We, the undersigned, have read this Application and Release and understand all its terms. We execute it voluntarily and with full knowledge of its significance. WE UNDERSTAND THAT IT CONTAINS A RELEASE OF LIABILITY AND AN INDEMNIFICATION FOR OURSELVES AND OUR CHILD.**

**Clearly PRINT the following information:**

**Child's Name:** \_\_\_\_\_

**Child's Birthdate:** \_\_\_\_\_

**Father's Name:** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_

**Father's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mother's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **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/GUARDIANS AND STUDENTS ARE REQUIRED TO SIGN AND RETURN THIS AGREEMENT.**

### **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

BOARD POLICY AND TEMPORARY WAIVERS OF NDE RULES

The Board understands that due to local, state or national emergency situations, the Nebraska Department of Education may occasionally issue temporary waivers of NDE Rules and Regulations. In the case of contradictions between waivers and existing board policy, all temporary waivers of NDE Rules and Regulations shall also apply to and have priority over respective district policies for the duration of their active status.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## NONRESIDENT STUDENTS/OPTION ENROLLMENT

Students who are eligible to attend a Nebraska public school but who are not legal residents of the school district may be admitted into the school district in accordance with the option enrollment program authorized by state statutes. Option enrollment students shall be accepted without charge. If the student has previously had an option enrollment accepted in any district, the application shall be rejected unless a statutory exception to this rule applies for that student.

Application for option enrollment should be made between September 1 and March 15 for enrollment during the following and subsequent school years. Upon agreement of the school boards of the resident district and the option (receiving) district, deadlines for application and approval of the option may be waived. Following the March 15 deadline, applications requesting admittance must contain a release approval from the resident district prior to the option district's consideration for acceptance.

The application for option enrollment does not require a release from the resident district and the receiving district has forty-five days to issue acceptance or rejection if:

1. after February 1 the student relocated to a different resident district, or
2. the student's option district merged with another district effective after February 1, and
3. the student's attendance would occur during the next immediate and subsequent school years.

For applications submitted by the March 15 deadline, written notification of approval or rejection of the application will be made before April 1 to the student's parent/guardian and the resident district. If the district rejects an application for a student to option in or out, the district will provide notification by certified mail to the parent/guardian of the reasons for rejection and the process for appealing the decision to the State Board of Education.

The board shall adopt standards and conditions for acceptance or rejection of a request for release of a resident student submitting an option application after March 15. Such standards shall not include the failure to meet the March 15 deadline. For those applications, the option district shall notify the parent/guardian and the resident district whether the application is accepted or rejected within sixty days after submission. False or substantively misleading information submitted by a parent/guardian on an application to an option district may be cause for the option district to reject a previously accepted application prior to the student's attendance.

The board shall adopt a resolution setting forth its specific standards for acceptance and rejection of applications as an option school. Standards will conform to those set forth by

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



## WEAPONS

The board believes weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

The term “dangerous object” shall include noxious or flammable material, fireworks, devices intended to administer an electric shock (tasers, electric batons, prods, or stun guns) chemical weapons (i.e. mace, pepper spray), martial arts weapons or other instruments including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms as defined in 18 U.S.C. 921 to school or knowingly possessing firearms at school may be expelled for a period of not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons or dangerous objects under the control of law enforcement officials shall be exempt from this policy. Firearms kept in a locked firearm rack that is on a motor vehicle or that are contained within a private vehicle operated by a nonstudent adult that are not loaded are also exempt. Firearms also may be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes and must be kept in a designated location during the school day. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to implement ~~develop administrative regulations regarding~~ this policy.

Approved

Reviewed

Revised

Legal Reference: Neb. Statute 79-263  
Neb. Statute 28-1204.04  
Improving America's Schools Act of 1994, P.L. 103-382.  
18 U.S.C. § 921 (1994).  
McClain v. Lafayette County Bd. of Education, 673 F.2d  
106 (5th Cir. 1982).

Cross Reference: 505 Student Discipline  
508 Student Health and Well-Being

~~Approved~~ \_\_\_\_\_ ~~Reviewed~~ \_\_\_\_\_ ~~Revised~~ \_\_\_\_\_

## SEARCHES, SEIZURES AND ARRESTS

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and definable suspicion that a school district policy, rule, regulation or law has been violated.

The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, ~~and~~ stolen property and dangerous objects as defined in Policy 504.11. Such items are not to be possessed by a student without specific permission of the building principal while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

The superintendent or building principal shall only release minor students into the custody of a law enforcement officer upon presentation of a court order or warrant for the student's arrest, or under conditions for temporary custody of a juvenile without a warrant as provided by state statutes.

The principal or designee will attempt to notify the parent/guardian or responsible relative prior to the student's release and the place to which the student is reportedly to be taken, except in cases of child abuse.

It shall be the responsibility of the superintendent, in conjunction with the administrative team, to implement this policy.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

Legal Reference: Neb. Statute 43-248 and 79-294  
New Jersey v. T.L.O., 469 U.S. 325 (1985).  
Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), cert. den.,  
482 U.S. 930 (1987).

Cross Reference: 504 Student Rights and Responsibilities  
505 Student Discipline  
508.10 Referral of Students to Other Agencies

## CONCUSSION AWARENESS

Training to recognize the symptoms of concussions and brain injuries and ~~how to seek~~ their proper medical treatment shall be made available to coaches of the district's athletic teams.

The district will provide information on concussions and brain injuries to athletes and their parents or guardians prior to the beginning of practice or competition including at least:

1. The signs and symptoms of concussions;
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 coaches.

A student participating on a school athletic team shall be removed from a practice or game when reasonably suspected of having sustained a concussion or brain injury in that activity after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. Any parent or guardian who suspects a student has sustained a concussion is expected to immediately notify district coaches or administrators of the injury. Students who suspect they have sustained a concussion shall immediately make such notification.

The injured student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student;

1. has been evaluated by a licensed health care professional;
2. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional;
3. 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.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity as required above, the parent or guardian of the student shall be notified by the school of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

The district shall establish a return to learn protocol for students that have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

It is the responsibility of the superintendent to implement this policy.

Legal Reference: Neb. Statute 71-9104

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## CLASSROOM ENVIRONMENT

Classrooms are expected to be maintained in a safe, orderly manner at all times in keeping with providing an appropriate, healthy learning environment. Any items for display or use in the classroom shall meet this criterion. The use of essential oils or essential oil diffusers will not be permitted in district facilities by students, staff or visitors.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## BUS SAFETY PROGRAM

The superintendent shall direct the preparation of a Safe Pupil Transportation Plan that, at a minimum, shall address weapons, dangerous objects, pupil behavior, terroristic threats, severe weather, hazardous materials, medical emergencies, driver/passenger procedures in the event of mechanical breakdowns of the vehicle, and driver procedures in the event that the drop-off location is uncertain or appears unsafe to leave students. The plan shall also address general guidelines for the functional capacity of a pupil transportation driver and a process to confirm a driver's ability to conduct daily tasks and emergency evacuations.

The superintendent shall plan and implement a safety-training program for pupil transportation vehicle operators and vehicle passengers. The superintendent shall monitor the scheduling of inservice and educational opportunities for transportation personnel to improve their awareness and skills regarding pupil transportation vehicle safety. Pupil transportation vehicle operators shall attend local workshops and all inservice meetings.

Administrative rules and regulations shall be adopted to govern the safe operation of pupil transportation vehicle. Students violating these regulations may have their riding privileges revoked or suspended. Parents will be responsible for damage done to transportation vehicles or equipment by their children.

The school district shall conduct pupil transportation vehicle safe riding practices instruction and emergency safety drills at least twice a year for students who utilize school district transportation. The emergency evacuation drill procedures should be conducted according to guidelines established by the Nebraska Department of Education.

Each pupil transportation vehicle shall have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This shall include, but not be limited to, students with disabilities.

Pupil transportation vehicle drivers are required to attend each safety drill.

Pupil transportation operator procedures will include a prohibition against use of a handheld wireless communication device to read a written communication, manually type a written communication, or send a written communication while operating a pupil transportation vehicle which is in motion. Handheld wireless communication device means any device that provides for written communication between two or more parties and is capable of receiving, displaying, or transmitting written communication. Written communication includes, but is not limited to, a text message, an instant message, electronic mail, and Internet web sites.

All transportation vehicles shall be acquired and maintained to meet or exceed NDE

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_



# Post-Concussion Symptom Checklist

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

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

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

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

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

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

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


Adapted from Oregon Concussion Awareness and Management Program (OCAMP)

[http://media.cbirt.org/uploads/files/sports\\_concussion\\_management\\_guide.pdf](http://media.cbirt.org/uploads/files/sports_concussion_management_guide.pdf)

# Concussion Management Team (CMT) Sample Return to Learn Protocol

The CMT ensures that every student who suffers a concussion is monitored for a safe return to activity.



<p>1. Concussion occurs! </p> <ul style="list-style-type: none"><li>• If at school sporting event or other school activity, family is notified of possible concussion</li></ul>
<p>2. Encourage parent to obtain medical confirmation of concussion from a licensed health care provider.</p>
<p>3. Parent signs Release of Information form allowing the school to be notified of concussion by the health care provider and for information sharing.</p>
<p>4. CMT Contact person notified of concussion by parent, coach, athletic trainer or health care provider.</p>
<p>5. CMT Contact person informs appropriate school personnel (teachers, school nurse, athletic trainer, coaches, etc.) of concussed student and specifies general accommodations from health care provider, if available.</p>
<p>6. <b>CMT implements a gradual Return to Learn Protocol based on the individual needs of the student.</b> (Refer to Return to Academics Progression form.)</p>
<p>7. CMT documents physical, cognitive, behavioral and emotional symptoms of concussed student and assesses the student's needs based on symptoms. (Refer to Post-Concussion Symptom Checklist).</p>
<p>8. CMT designs individual academic adjustment/accommodation plan with appropriate school staff and works with SAT process to coordinate academic adjustments/accommodations during recovery (about 2-3 weeks) and reviews with student and family.</p>
<p>9. CMT -Teachers monitor the effectiveness of adjustments, accommodations and symptoms of concussion and report progress/recovery data and results regularly to CMT contact person.</p> <ul style="list-style-type: none"><li>• Data on progress/recovery shared with family and student.</li><li>• Family tracks and regularly reports progress on physical, cognitive sleep and emotional symptoms to CMT.</li></ul>
<p>10. CMT makes adjustments and readjustments to individual plan until student no longer has special needs in the classroom resulting from the concussion.</p> <ul style="list-style-type: none"><li>• Student progress and updates are communicated to appropriate school staff, family and student.</li></ul>
<p>11. CMT and family agree student is symptom free and function is "back to baseline" in the classroom.</p>
<p>12. <b>Student returns to classroom full-time with no adjustments or accommodations!</b></p>
<p>13. Parents/guardians deliver medical clearance from the healthcare provider to the CMT and parent provides written permission for the Return to Play Progression to begin.</p>
<p>14. Student begins Return to Play Progression <u>after</u> a successful Return to Learn.</p>
<p>15. CMT ensures that the concussion date and adjustments for Return to Learn are <u>documented</u> in the student's file.</p>

- If symptoms last more than 2-3 weeks, follow up assessment and academic adjustments may need to be strengthened or remain in place longer.
- Student may need to visit physician for further evaluation.
- If problems persist, student supports may be provided through an MTSS/Rtl Plan, a Health Plan or a 504 Plan. A small percentage of students may require a referral for special education.
- CMT offers resources on concussion to educators and parents throughout the Return to Learn progression.
- **Contact BIRSST team members for information or resources on concussion for educators and parents!**



## RETURN TO ACADEMICS PROGRESSION

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

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

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

3	<b>SCHOOL – Part Time</b>  Maximum adjustments  Shortened day/schedule  Built-in breaks	<ul style="list-style-type: none"> <li>➤ Provide quiet place for scheduled mental rest</li> <li>➤ Lunch in quiet environment</li> <li>➤ No significant classroom or standardized testing</li> <li>➤ Modify rather than postpone academics</li> <li>➤ Provide extra time, help, and adjustment of assignments</li> </ul>
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**Progress to Step 4 when student handles 30-40 minutes of sustained mental exertion without worsening of symptoms.**

4	<b>SCHOOL – Part Time</b>  Maximum adjustments  Shortened day/schedule	<ul style="list-style-type: none"> <li>➤ No standardized testing</li> <li>➤ Modified classroom testing</li> <li>➤ Moderate decrease of extra time, help, and modification of assignments</li> </ul>
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**Progress to Step 5 when student handles 60 minutes of mental exertion without worsening of symptoms.**

5	<b>SCHOOL – Part Time</b>  Minimal adjustments	<ul style="list-style-type: none"> <li>➤ No standardized testing; routine tests are OK</li> <li>➤ Continued decrease of extra time, help, and adjustment of assignments</li> <li>➤ May require more support in academically challenging subjects</li> </ul>
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**Progress to Step 6 when student handles all class periods in succession without worsening of symptoms AND receives medical clearance for full return to academics and athletics.**

6	<b>SCHOOL – Full Time</b>  Full academics  No adjustments	<ul style="list-style-type: none"> <li>➤ Attends all classes</li> <li>➤ Full homework and testing</li> </ul>
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**When symptoms continue beyond 3-4 weeks, prolonged in-school supports are required. Request a 504 meeting to plan and coordinate student supports.**

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